

## BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Civic Amenities Committee was held on Wednesday 9<sup>th</sup> November 2016 at 7.30p.m. in the Parish Council Office, Broomfield Village Hall, 158 Main Road, Broomfield

<b>Members' Present:</b>	Chairman Cllr Tranquada, Vice Chairman Cllr Garwood Councillors Howell, Hubble and Thomson
<b>Also Present:</b>	Mrs Wendy Martin (Deputy Clerk) Two members of Broomfield Football Club, Stuart Patterson and Sean McGinley

<b>256.</b>	<b>Public Question Time</b> No Questions were asked at this time.
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<b>257.</b>	<b>Apologies for absence</b> Apologies were received from Councillor Mercer
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<b>258.</b>	<b>Declarations of Interest</b> No declarations of interest were made.
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<b>259.</b>	<b>To approve Minutes and matters arising from last meeting</b> The minutes were duly approved and signed by the Chairman.
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<b>260.</b>	<b>Allotment Site</b>
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<b>a.</b>	<b>Review of allotment waiting list</b> The Deputy Clerk informed members that there were four people on the waiting list.
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<b>b.</b>	<b>To receive request from allotment holder to swap allotment plot</b> A complaint had been received from a new allotment holder regarding the condition of the plot that he had recently taken on. He has requested to swap to another plot when one becomes available. The Chairman informed members that he had recently carried out some work on this plot but more would be required. All of the Committee were in favour of this. <b>ACTION: Deputy Clerk to inform allotment holder</b>
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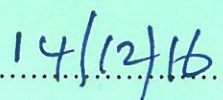
	<b>Stuart Patterson and Sean McGinley (Representatives from Broomfield Football Club) joined the meeting</b> The Chairman thanked members of Broomfield Football Club for attending the meeting.
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<b>261.</b>	<b>Angel Meadow</b>
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<b>a.</b>	<b>To receive dates of fixtures and payment from Broomfield Football Club</b> Stuart Patterson informed members that the Football Club would not be hiring Angel Meadow for several weeks as their own changing rooms were not yet completed and this meant that there are currently no changing/washing facilities for the players. He will inform the Parish Council when they will start playing when a fixture list is available.
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<b>b.</b>	<b>To consider the future use of Angel Meadow</b> The Chairman had measured Angel Meadow to establish the size of football pitch that would be available to hire should the Parish Council carry out future work to the top half of the playing field, this will be following requests for future facilities from Parishioners at previous Annual Parish meetings. This could involve moving the 'kick wall' and possibly installing a table tennis table amongst other things in the future. The Chairman had obtained the sizes of an adult pitch and was confident that this could be fitted onto the playing field and still leave enough space for the Parish Council to use. Questions were raised over re-positioning the 'kick wall' which will be discussed at future meetings. At the last meeting it was requested by members of the Football Club that the Parish Council consider turning Angel Meadow into a 4G pitch (all weather surface) and they were also amazed that some of the Committee did not know what a 4G pitch was. The Chairman explained that no one on the Committee, to his knowledge, had considered or suggested getting rid of the grass surface off of
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Signed:.....

Dated:.....

	<p>Angel Meadow and replacing it with an artificial surface. Members had talked through the idea put forward by the Football Club regarding an artificial surface and all agreed that our village playing field/Angel Meadow should be an area of natural grass for the villages to enjoy all the activities carried out on such a surface eg. Family games, picnics, etc. (Potential cost £800k) </p> <p>The Football Club had asked the Parish Council (in previous correspondence) to understand that they had to get the most they could for their old Clubhouse by selling it at auction so that they could use the money for their new Clubhouse and facilities. The Parish Council asked them to understand that we were trying to provide much needed facilities for all of the village, including members of the Football Club and their families, and to do so we needed to make use of the top section of our playing field. Research (from the FA requirements for pitch sizes) showed that there would still be an area, available for hire, that could accommodate an adult 11 by 11 football match. We wished to work with the Football Club towards an acceptable and mutually beneficial solution to both of our respective wishes.</p> <p>Members of the Football Club would talk to their Committee about the outcome of the meeting. The Chairman stressed that the Parish Council would want to continue working with the football club.</p>
c.	<p><b>To consider works to trees on Angel Meadow at a cost of £540.00</b></p> <p>A request had been received from the football club to cut back two Oak trees on Angel Meadow as they were growing over the pitch. The Chairman reported that the work to two trees was not necessary as the Parish Council hired out only the field (not pitch) but the Committee would be prepared to share the cost for the work with the football club. Stuart Patterson suggested that they would discuss this with their Committee and agreed that no work should be carried out until further notice.</p>
<b>262.</b>	<b>Financial Matters</b>
a.	<p><b>To consider any purchases under budget headings</b></p> <p>The Chairman informed members that no purchases would be required at the present time.</p>
b.	<p><b>To discuss hire charges for Angel Meadow</b></p> <p>The Committee decided that there would be no increases made for the coming year (<i>see appendix 1 attached</i>)</p>
c.	<p><b>To consider the cost of work required around the edge of the large swings in the play area</b></p> <p>The Deputy Clerk informed members that she had not yet received estimates for this work and that it would be added to a future agenda.</p> <p><b>ACTION: Deputy Clerk to add to future agenda</b></p>
	<p><b>To consider budgets for the 2017/18 Precept</b></p> <p>Members made slight alterations to the budgets (<i>see appendix 2 attached</i>)</p>
e.	<p><b>To consider the Parish Council granting a sum towards the running cost of a van for the Village Attendant</b></p> <p>The Committee decided that they would prefer the Village Attendant to carry on hiring a van for the foreseeable future.</p>
<b>263.</b>	<b>Village Greens</b>
a.	<p><b>To consider installing bollards around Parsonage and Church Green</b></p> <p>The Deputy Clerk informed members that each bollard could be purchased and installed at a cost of £30.00 each and that no planning permission would be required.</p> <p>The Committee decided that they would not be required at the present time.</p>
<b>264.</b>	<p><b>Centenary Wood – to receive update Cllr Tranquada</b></p> <p>The Chairman informed the Committee that the leaves and rose hips were providing a great deal of Autumn colour.</p>

Signed: 

121

Dated: 14/12/16

265.	<b>Parish Paths Partnership (P3) – to receive update Cllr Tranquada</b> During the last P3 meeting volunteers carried out work to Parsonage Green.		
266.	<b>To receive Planning Applications</b>		
267.	<b>Application No</b>	<b>Location</b>	<b>Proposal</b>
a.	16/05256/TPO	Broomfield Hospital Hospital Approach	All trees on the Broomfield Hospital site protected by TPO's 2001/072, 2001/107, 2002/071, 2002/127 and 2003/055 - 5 year management plan to crown lift to give 2.4m clearance from ground level over footpaths, 3m clearance over parking bays and 5.4m clearance over roads. Within the same management period, clear out deadwood/dangerous trees/branches as appropriate after first taking photos and providing them to LPA. Reason: to prevent damage to property/injury to visitors/staff at the site.
	<b>DECISION:</b>	Support	
b.	16/01883/ADV	Site At Hospital Approach Broomfield Chelmsford	Proposed freestanding external signage
	<b>DECISION:</b>	Support	
268.	<b>To receive Health &amp; Safety Inspections</b>		
a.	<b>To note Health &amp; Safety Inspections - carried out by the Village Attendant</b> Routine inspections had been carried out but the reports were not available at present – Deputy Clerk informed members that they were always available for them to view in the Parish Office.		
269.	<b>To consider the design of a litter poster for wheelie bin stickers</b> The Committee decided to wait to see if there would be a need for them after an article had been placed in the next edition of Broomfield Times. This would be added to a future agenda. <b>ACTION: Deputy Clerk to add to future agenda</b>		
270.	<b>To consider items on the Overarching Strategy Document</b> The Committee decided that at the present time there was nothing to add to this document.		
271.	<b>Items of information from the Chairman</b> The Chairman had no further items to report.		
272.	<b>Correspondence Received (if any)</b>		
a.	<b>Letter received from Broomfield Village Hall Charity requesting the cutting back of trees behind car park light</b> The Committee decided that this work would be undertaken. <b>ACTION: Deputy Clerk to instruct Tree Contractor</b>		
273.	<b>Items to be highlighted from meeting for publication in Broomfield Times/ facebook/ Website</b> There was nothing to add at the present time.		

*There being no further business the Chairman thanked members for attending and closed the meeting at 10.00p.m.*

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

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Dated:..........

**Broomfield Parish Council Civic Amenities Hire Charges from  
1<sup>st</sup> January 2017**

**Allotment Hire Charges:**

	£ per annum	£ per annum	Water charges £
<b>Broomfield Parishioners:</b>			
Full Plot	23.00	17.00 OAP (over 60)	11.00
Half Plot	15.50	12.50 OAP (over 60)	5.75
Quarter Plot	9.50	8.50 OAP (over 60)	5.75
<b>Non-Parishioners:</b>			
Full Plot	36.00	No concessions	11.00
Half Plot	24.00	No Concessions	5.75
Quarter Plot	14.00	No Concessions	5.75
<b>A damage deposit will be required for all new allotment holders equivalent to the annual price of the plot</b>			

**Hire of Angel Meadow:**

	Rate for non-parishioners/Organisations £ per field	Discounted rate for Broomfield Parishioners & Organisations £
Hire cost per day **	146.50	86.00

**Hire charges for Broomfield Football Club:**

Angel Meadow:	£
One Morning or Afternoon Session for a Senior Match	40.00
One Morning or Afternoon Session for a Junior Match	23.00

Budgets for 2016/17 & 2017/18 Precept									
Civic Amenities:				ADJUSTED	ACTUAL			Remaining	2017/18
ALLOTMENTS	BUDGET	VIREMENTS	BUDGET	EXPENDITURE	COMMENTS	Budget:	BUDGET £		
Miscell items (fuel repairs etc)	525.00	0.00	525.00	0.00		525.00	150.00		
Repairs to standpipes	0.00	0.00	0.00	0.00		0.00	0.00		
Water Rates	525.00	0.00	525.00	126.11	First half year rates	398.89	525.00		
<b>Total Expenditure:</b>	<b>525.00</b>	<b>0.00</b>	<b>1,050.00</b>	<b>126.11</b>		<b>923.89</b>	<b>675.00</b>		
<b>Civic Amenities:</b>									
<b>ALLOTMENTS</b>									
INCOME:	BUDGET	VIREMENTS	ADJUSTED	ACTUAL	COMMENTS	Remaining	2017/18		
			BUDGET <td>INCOME</td> <td></td> <td>Budget:</td> <td>BUDGET</td> <td></td> <td></td>	INCOME		Budget:	BUDGET		
Allotment Hirings	1500.00	0.00	1,500.00	51.17		1,448.83	1500.00		
Allotment Water Rates	0.00	0.00	0.00	31.50		-31.50	525.00		
Allotment Deposits	0.00	0.00	0.00	68.50		-68.50	0.00		
<b>Total Income:</b>	<b>1500.00</b>		<b>1,500.00</b>	<b>151.17</b>		<b>1,348.83</b>	<b>2025.00</b>		

Budgets for 2016/17 & 2017/18 Precept									
Civic Amenities:			ADJUSTED	ACTUAL			Remaining	2017/18	
EXPENDITURE:	BUDGET	VIREMENTS	BUDGET	EXPENDITURE	COMMENTS	Budget:	BUDGET £		
Barn Maintenance & Electricity	50.00	0.00	50.00	81.64	2 Elec Bills/Chain for door	-31.64	50.00		
Angel Meadow & Play Area Maint.	2,000.00	0.00	2,000.00	619.71	Annual playground Insp/Variou	1,380.29	2000.00		
Grass Cutting Contract	4,000.00	0.00	4,000.00	3710.00	Payment completed	290.00	4000.00		
Seats/bins/shelters/signs/etc	2,000.00	0.00	2,000.00	150.27	Litter pickers/gloves/paint	1,849.73	2000.00		
Tree Pollarding & Planting	3,000.00	0.00	3,000.00	270.00	Work to Angel Meadow Tree	2,730.00	3000.00		
Civic A Sals/ERS Pens & NI	22,000.00	0.00	22,000.00	12962.75	x 7 months	9,037.25	23000.00		
Machinery Maintenance	600.00	0.00	600.00	31.75	Strimmer Part	568.25	300.00		
Miscellaneous	500.00	0.00	500.00	228.02	Hf-Vis/Boots/Grinder/Sacks	271.98	500.00		
Centenary Wood	350.00	0.00	350.00	45.81	Various items	304.19	150.00		
Parsonage Green	750.00	0.00	750.00	170.00	1 x skip hire	580.00	750.00		
Outdoor Gym Equipment	100.00	0.00	100.00	0.00		100.00	100.00		
Van Hire							500.00		
Allotment/Village Helper					New for next years budget		1200.00		
<b>Total Expenditure:</b>	<b>35,350.00</b>	<b>0.00</b>	<b>35,350.00</b>	<b>18,269.95</b>			<b>17,080.05</b>		<b>37550.00</b>
<b>Civic Amenities:</b>									
<b>INCOME:</b>	<b>BUDGET</b>	<b>VIREMENTS</b>	<b>ADJUSTED</b>	<b>ACTUAL</b>	<b>COMMENTS</b>	<b>Remaining</b>	<b>2017/18</b>	<b>BUDGET</b>	
						<b>Budget:</b>			
Hire of Angel Meadow	2500.00	0.00	2,500.00	340.00	Wedding hire/Fun Days/Memorial Match	-2,160.00	2500.00		
Wayleaves	1.00	0.00	1.00	0.00		-1.00	1.00		
BCGS	350.00	0.00	350.00	333.23	Annual Rent/ 2 x electric bills	-16.77	375.00		
P3 Footpath	313.00	0.00	313.00	0.00		-313.00	150.00		
<b>Total Income:</b>	<b>3164.00</b>		<b>3,164.00</b>	<b>673.23</b>		<b>-2,490.77</b>	<b>3026.00</b>		

**Broomfield Parish Council  
Earmarked Reserves 2016-17**

**2017-18**

**Earmarked Reserves:**

	Bal Apr 1 2016	Transfer In	Transfer Out	Bal 31 Mar 2017	£
<b>Earmarked Reserves</b>					
Playground Equipment	7,575.37			7,575.37	500.00
General Barn Maintenance	6,646.00			6,646.00	0.00
Village Maintenance	6,708.40			6,708.40	0.00
New & Replacement Machinery	750.00			750.00	0.00
Standpipe Replacement	2,000.00			2,000.00	0.00
Tree Maintenance	500.00			500.00	0.00
Office Equipment	2,000.00	1,000.00	895.00	2,105.00	
Car Park Maintenance	1,469.00	1,531.00		3,000.00	
History and Heritage	2,454.86			2,454.86	
Strategy Reserve	3,439.68			3,439.68	
Professional Fees	2,115.00			2,115.00	
Annual Events	3,285.00			3,285.00	
Election Costs (2019)	0.00	1,000.00		1,000.00	
125 Years of Broomfield PC (2019)	0.00	500.00		500.00	
Training	0.00	2,000.00		2,000.00	
Interest	0.00			0.00	
<b>Balance PWB Loan Reserve</b>	<b>144,386.23</b>		<b>16,728.33</b>	<b>127,657.90</b>	
	<u><b>183,329.54</b></u>	<u><b>6,031.00</b></u>	<u><b>17,623.33</b></u>	<u><b>171,737.21</b></u>	<b>500.00</b>