

# BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 21<sup>st</sup> December 2016 in Broomfield Village Hall, Main Road, Broomfield at 7.30pm

Members' Present:	Chairman Councillor Blake Vice Chairman Councillors Garwood & Mercer Councillors: Barnes; Charlton; Howell; Hubble; Jones; Matthews, Thomson & Tranquada
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Also Present:	Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) City Cllr Knight
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**320. To agree whether to Record the Meeting or not.**  
It was agreed not to record the meeting.

**321. Public Question Time**  
No members of public were present.

**322. To receive Apologies for Absence**  
Apologies were received from Councillors Daden and Steed.

**323. To receive any Declaration of Interest from Councillors**

**324. To grant Councillors dispensation to discuss the setting of the Precept for 2017/18**  
Pursuant to Section 101(1) of the Local Government Act 1972, the Parish Council delegated the function of granting dispensation requests under Section 33(2) of the Localism Act 2011 to the Parish Clerk in circumstances where so many Members of the Parish Council have Disclosable Pecuniary Interests in a matter that it would impede the transaction of business.  
Therefore, the Clerk granted a dispensation to a Councillor of Broomfield Parish Council to the end of the current four year term for which Councillors had been elected to enable her to participate in debates and to vote on the setting of the Precept under Local Government Finance Act 1972 notwithstanding the fact that she may have a Disclosable Pecuniary Interest, other pecuniary interest or a non-pecuniary interest in the matter being considered at a meeting of the Parish Council.  
A form for completion was signed by Councillor Charlton and the Clerk.

**325. To approve the minutes of Broomfield Parish Council's Meeting 19<sup>th</sup> October 2016**  
The minutes were approved as a true copy and duly signed by the Chairman.

**326. To receive report from County Councillor Aldridge for items not on agenda**  
Councillor Aldridge was not in attendance at the meeting.

**327. To receive report from City Councillors for items not on the agenda**  
Councillor Knight commented on the following:

- Black bins to be collected every fortnight from February 2017
- Chelmsford City Council Planning Committee on 19<sup>th</sup> January 2017 will decide upon the Local Plan and public will be consulted by the end of January/February.
- Days Garage Development – following the publication of advice from Essex Highways, which clearly stated that it had no objection to the application, it had been agreed that there was no purpose in calling in the application to Planning Committee.

**328. Financial Matters:**

**a. To approve the minutes from the 16<sup>th</sup> November 2016 Financial & General Purposes Minutes**  
The minutes were approved as a true copy and signed by the Chairman.

**b. To review Jack & Jill Grant Application for 2017/18**  
*Councillor Matthews joined the meeting.*  
It was agreed to approve a grant to Jack and Jill Playgroup for £1,000 from the current year's General Reserves Fund.  
**ACTION: Clerk to contact Jack & Jill**

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c.	<p><b>To set the Precept for 2017/18 (recommendations from F&amp;GP Committee attached)</b></p> <p>Members perused the Precept papers that had been prepared by the Finance and General Purposes Committee and it was agreed to request a Precept of £109,214 be set for 2017/18</p> <p>10 Members were in favour – 1 Councillor abstained.</p> <p><b>ACTION: Clerk to submit Precept to CCC</b></p>												
d.	<p><b>To approve Financial Reports &amp; Bank Reconciliations for Broomfield Parish Council &amp; Broomfield Village Hall Charity Accounts against relevant Bank Statements</b></p> <p>Councillor Barnes verified the Financial Reports to the Bank Statements which shows the following balances as at 30<sup>th</sup> November 2016:</p> <table><tr><td>Broomfield PC</td><td>Current Account Balance</td><td>£ 80,807.52</td></tr><tr><td></td><td>NSB Earmarked Reserves</td><td>£171,737.21</td></tr><tr><td>Broomfield Village Hall</td><td>Current Account Balance</td><td>£ 15,862.27</td></tr><tr><td></td><td>Deposit Account Balance</td><td>£ 1,700.00</td></tr></table> <p>Councillor Jones duly signed the Broomfield Village Hall reports.</p>	Broomfield PC	Current Account Balance	£ 80,807.52		NSB Earmarked Reserves	£171,737.21	Broomfield Village Hall	Current Account Balance	£ 15,862.27		Deposit Account Balance	£ 1,700.00
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e.	<p><b>To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting</b></p> <p>It was resolved to approve/ratify the invoices, bill payments and direct debits until 30<sup>th</sup> November 2016 totalling £16,366.14.</p>												
329.	<p><b>Personnel Matters</b></p>												
a.	<p><b>To receive and consider a Proposal from the Personnel Committee to Restructure the Staffing of the Office</b></p> <p>Councillor Garwood outlined the paper he had circulated regarding the request from the Clerk and Deputy Clerk to reduce their working hours from 26 and 24 respectively to 15 each per week. This would mean that the Clerk would become an Assistant Clerk along with the current Deputy Clerk and a new Clerk would be employed to work 30 hours per week.</p> <p>Councillor Garwood proposed the following:</p> <ul style="list-style-type: none"><li>• The Clerk and Deputy Clerk's hours be reduced to 15 hours respectively – both taking on Assistant Clerk's roles – unanimously agreed</li><li>• A new Clerk be recruited to work 30 hours per week – unanimously agreed</li></ul> <p>Thanks were expressed to Karen and Wendy for their continuous sterling work over the many years they have been here.</p>												
b.	<p><b>To approve Personnel Committee Minutes 25.10.16 &amp; 30.11.16 and confirm Terms of Reference</b></p> <p>The minutes were duly approved and signed by the Chairman.</p> <p>The Terms of Reference were duly approved</p>												
c.	<p><b>To agree Arrangements for Appointing a new Clerk to the Council (subject to item a) above)</b></p> <p>Further to minute number 329 a) above it was agreed that Councillors Garwood and Mercer initially sift through applications from prospective candidates. After a short list of three had been reached, three Councillors from the Personnel Committee interview the candidates and make a final selection. An advert to be placed in Essex Chronicle; and EALC, CCC, ECC publications – unanimously agreed. Councillor Garwood agreed to keep councillors informed of progress.</p>												
330.	<p><b>Policy Matters:</b></p>												
a.	<p><b>Information for Councillors</b></p> <ul style="list-style-type: none"><li>i) <b>To consider what Information the Council should Publish (see attached list of documents suggested from recent meeting of new councillors and Clerk) and how best to do this</b></li><li>ii) <b>To agree terms of reference for the Finance and General Purposes Committee, including consideration of the following additional terms:</b></li></ul>												

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**'To ensure that information required by law or regulation is published on the Council's website and/or through other media as appropriate**

**To recommend to the Council any other information it believes the Council should publish for the benefit of councillors and the public'**

A paper had been circulated from the Clerk following an informal meeting with Councillors Matthews, Charlton and Howell. This suggested it would be helpful to make the following documents easily accessible, primarily for new councillors but also for the general reference of councillors and parishioners:

- Asset maps
- Code of Conduct
- Standing Orders
- Financial Regulations
- Parish Plan
- Village Design Statement
- Neighbourhood Plan (when completed & adopted)
- All policies
- Members Register of Interest
- Timetable of meetings
- Terms of Reference for Committee
- Summary of the car park issues for users of Broomfield Village Hall
- Maps of public footpaths
- Dates of P3 & Centenary Wood Working Parties
- Information from the Neighbourhood Plan (when completed) including census information
- Introduction to Standing Orders and the importance of this document & the parameters of how BPC operates
- Link to Good Councillors' Guide

The Chairman proposed that these documents be published on the Council's website, with an introduction where necessary – all agreed. It was noted that this might require some changes to the website. The Chairman also proposed that to take these matters forward the Financial and General Purposes Committee take on this function and two new terms of reference:

- **To ensure that information required by law or regulation is published on the Council's website and/or through other media as appropriate**
- **To recommend to the Council any other information it believes the Council should publish for the benefit of councillors and the public**

A vote was taken on this proposal and 10 members agreed and 1 Member disagreed – the proposal was therefore approved.

**ACTION: F& GP look at documents & see how their publication can best be taken forward**

**b. Code of Practice on Communication**

- i) to receive the amended version of the Paper agreed in principle at a previous meeting and approve as a Code of Practice**

The amended version of the Paper had been circulated. Members agreed that this document be adopted as the Council's Code of Conduct for Communication & Transparency – All Members were in favour.

- ii) To consider an additional section about Social Media**

The Chairman will draft an additional section concerning social media for approval and adoption at the next Parish Council Meeting. This will include a section on how the Council can best respond to inaccurate postings about its activities on social media

- iii) To consider the future of the Communications Committee in the light of the above**

The role and purpose of the current Communications Committee was discussed in the light of the Code of Practice agreed above, which tasked Committees with taking responsibility for their own publicity

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	<p>and forwarding material to the Clerk and Editor of the Broomfield Times as appropriate. The distinction between the publication of required documents (now delegated to the F&amp;GP Committee) and the broader activity of communication with the local community was noted.</p> <p>It was noted that only one quorate meeting of the Communications Committee had proved necessary during the current Council year and it was suggested that 'ad hoc' working parties could be set up as and when needed (e.g. for the AGM event and for specific campaigns such as 'Save Broomfield'). It was agreed to place this proposal on the agenda of the next Parish Council meeting for a final decision.</p> <p><b>ACTION: On Feb PC Agenda – to consider replacing the Communications Committee with specific 'ad hoc' working parties for particular tasks as required; Social media policy and code of conduct to be considered</b></p>
c.	<p><b>Internal Communication between Councillors – to consider proposals from Cllr Daden</b></p> <p>Councillor Daden had requested that, in her absence, this item be deferred to the next Parish Council Meeting. This was agreed.</p>
d.	<p><b>Overarching Strategy Document:</b></p>
	<p><b>i) To receive regular report (Cllr Mercer)</b></p> <p>Councillor Mercer reported that the following items are being actively addressed:</p> <ul style="list-style-type: none"> <li>• the moving of the kickwall</li> <li>• the adventure cycleway on the David Smith Memorial Field</li> <li>• the Village Gateway at the southern end has been installed but northern end is awaiting configuration of the Hospital Approach roundabout.</li> <li>• The continuation of the cycle path from Great Waltham to the City - the cycle path section around the Church is being actively discussed and being progressed through the Planning Committee.</li> </ul>
	<p><b>ii) To agree any changes to the current version of the Strategy</b></p> <p>No changes were proposed.</p>
e.	<p><b>To agree the schedule of full Parish Council Meetings for 2017</b></p> <p>The new schedule of full Parish Council meetings was discussed and it was agreed to follow the pattern of 2016 schedule. The dates will be posted on the website.</p>
f.	<p><b>To consider a Proposal to:</b></p> <p><b>a. offer a Mentor to New Councillors</b></p> <p>All Members agreed that this was a very good idea and, in the first instance, it was mutually agreed that Councillor Hubble be the mentor for our newest member, Councillor Charlton.</p> <p><b>b. appoint a Training Co-ordinator to Facilitate Training for Councillors who wish to Participate</b></p> <p>Councillor Garwood agreed to take on the role to facilitate training and will liaise with Members and organise any in- house training and provide details of forthcoming EALC Courses.</p>
331.	<p><b>Parish Council Committees/Working/Steering Groups:</b></p> <p><b>To receive minutes (for information only – taken as read) or notes from the following, and to consider any additional matters listed:</b></p>
a.	<p><b>Property &amp; Planning Committee</b></p> <p>Minutes noted.</p>
b.	<p><b>Broomfield Village Hall Charity Management Committee</b></p> <p>Minutes noted. In addition, Councillor Jones reported on the following:</p> <ul style="list-style-type: none"> <li>• Adventure Cycleway – waiting for Chelmsford City Council &amp; an ecology report</li> <li>• Barrier to car park - work will commence after Xmas</li> <li>• PA system for hall – further information is still required.</li> </ul>
c.	<p><b>Civic Amenities Committee –</b></p> <p><b>- To receive a Report on the Use of Angel Meadow and consider Next Steps (information</b></p>

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	<p><b>provided at last meeting)</b></p> <p>Minutes noted. In addition, Councillor Tranquada presented a revised draft plan of Angel Meadow for consideration by Members. Following advice from the Director of the Essex Playing Fields Association, ROSPA, Wicksteed Playscape Inspectorate and a member of the Football Referees' Association, the Committee advised that a kickwall/sports wall could be moved from its present temporary unsafe position in the Village Hall car park to the top end of Angel Meadow, adjacent to (but at a safe distance from) the Children's Play Area.</p> <p>This kickwall/sports wall would provide a practice area for football; cricket; netball; basketball and the facility to learn to ride a bike or practice roller skating; and would enable parents with young children using the Play Area to also supervise older children using the kickwall.</p> <p>The precise measurements (12m by 20m) of the kickwall/sports wall, and the safety buffer between the kickwall and children's play area meant that a 101 metre long adult sized football pitch could be retained on Angel Meadow for use by the football club. It was noted that the dimensions will be the same as the current pitch.</p> <p>It was therefore proposed to go ahead and move the kickwall/sports wall to the position indicated on the plan and for the same sized football pitch to be moved slightly further down Angel Meadow. Members unanimously agreed to this proposal to:</p> <ol style="list-style-type: none"> <li>Proceed with the plan outlined to move the kickwall (12m by 20m) to the position indicated at the top end of Angel Meadow – a funding package would now be developed to facilitate the move (hopefully in the summer of 2017)</li> <li>Retain a football pitch of the current dimensions (101 metres in length) on Angel Meadow.</li> </ol> <p>The Chairman thanked Councillor Tranquada and the Committee for all their hard work in finding a solution that could accommodate the needs of different groups within the community.</p>
d.	<p><b>Neighbourhood Plan Steering Group –</b></p> <p><b>- receive notes from meetings on 8.11.16 and 29.11.16 (NB notes of previous meetings have been presented to the Planning Committee)</b></p> <p>The notes were received and noted. It was proposed that Councillor Howell to be appointed to the Steering Group as a Parish Council representative – all agreed.</p>
332.	<p><b>Broomfield Times:</b></p> <p><b>To agree outline of items to be included in the next edition and receive information about deadlines</b></p> <p>The next edition deadline is 21<sup>st</sup> January 2017 and items were requested from Members. Councillor Matthews (the Editor) agreed to circulate a list of proposed items as soon as the contents of the next edition became clear.</p>
333.	<p><b>Items for Information/ Correspondence Received:</b></p>
a.	<p><b>To receive reports from Parish Councillors' responsibilities with respect to Village Life (reports to be taken as read)</b></p> <p>No reports were received.</p>
b.	<p><b>To receive reports from outside bodies/meetings/courses attended (reports to be taken as read)</b></p> <p>No reports were received.</p>
c.	<p><b>To note parking enforcement figures for Oct/Nov 2016 - Noted.</b></p>
d	<p><b>To consider letter from St Mary's Church re Flower Festival July 2017</b></p> <p>Councillor Charlton will attend the meeting and was thanked for agreeing to make a flower arrangement depicting the Saxon jewel on behalf of the Council</p>
334.	<p><b>Publicity – to identify items from Meeting to be placed on social media</b></p> <p>The following items were identified:</p> <ul style="list-style-type: none"> <li>Angel Meadow/Kickwall/Sports wall relocation &amp; field space</li> <li>Grant to Jack &amp; Jill Nursery</li> <li>2017/18 Precept - reduced over 2 year period – Councillor Barnes to provide wording</li> </ul>

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335.	<p><b>Any other business for discussion purposes only &amp; referral to next agenda</b></p> <p>The Chairman advised that with regret he would not be able to continue as Chairman next year, due to the heavy time commitments of the Neighbourhood Plan and continuing Planning Committee matters. He thanked Councillors for their support during his brief time as Chair. The Vice Chairmen Councillors Mercer and Garwood will help until a new Chair is appointed at the February meeting.</p>
	<p><i>The Chairman thanked Members for completing a long agenda and closed the meeting at 10.10 pm</i></p>