

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council was held on Wednesday 15th February 2017 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; Steed; Thomson & Tranquada
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Also Present:	Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) & 1 member of the public
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383. To appoint a Chairman

There were no candidates to be Chair, so it was agreed that Councillor Blake should continue for the time being.

384. To agree whether to Record the Meeting or not

Councillor Daden requested the meeting be recorded. A vote was taken - 6 Councillors voted in favour of recording and 5 Councillors against. Therefore the Clerk was requested to record the meeting.

385. Public Question Time

A member of public asked what the Council proposed to do about some recent posts on Facebook by a councillor, which she felt unfairly denigrated other councillors and staff and failed to recognise the huge amount of hard work put in by councillors.

The Chairman thanked her on behalf of councillors and staff for her appreciative comments. He assured her that the matter was under consideration (item 11a), but that it would not be appropriate for him to say more at this stage.

386. To receive Apologies for Absence

Apologies were received from Councillor Daden, County Councillor Aldridge & City Councillor Knight.

387. To receive any Declaration of Interest from Councillor

Councillor Charlton declared an interest in minute number 394 c).

388. To approve the minutes of Broomfield Parish Council's Meeting 21st December

It was unanimously agreed that the minutes be approved as a true copy and they were signed by the Chair.

389. To receive report from County Councillor Aldridge for items not on agenda

Councillor Aldridge was not in attendance at the meeting.

390. To receive report from City Councillors for items not on the agenda

Councillor Knight had mentioned by email the installation of dog waste bin in Jubilee Avenue – this item will be taken at the next Civic Amenities Committee meeting.

391. Financial Matters:

a. To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements

Councillor Barnes had verified the Financial Reports to the Bank Statements which shows the following balances as at 31st January 2017:

Broomfield PC	Current Account Balance	£58,411.67
	NSB Earmarked Reserves	£172,037.21
Broomfield Village Hall	Current Account Balance	£ 12,116.07
	Deposit Account Balance	£ 1,670.00

Councillor Jones had verified the Broomfield Village Hall Financial Reports.

Signed:.....



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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 31 st January 2017 totalling £7,754.74.																										
c.	To confirm 2017 Play Schemes booked for Easter & Summer Holidays (total cost £1711) All members agreed to confirm the Play Scheme (which is now £10.75 over budget).																										
d.	To note expenditure of £45 on recording equipment (2016/17 Communications Budget) Noted.																										
e.	To report on Grants issued for 2016/17 Financial Year The Clerk reported the following grants had been awarded/awaiting to be claimed: <table><tr><th>Grant awarded to:</th><th>Amount of Grant agreed & purpose:</th><th>Grant claimed todate:</th></tr><tr><td>Broomfield Village Hall Charity</td><td>£2501.57 Hearing Loop/Projector & Screen/redecorate</td><td>£1300 Paid £1201.57 To claim</td></tr><tr><td>Broomfield Village Hall Charity</td><td>£500 Village Games</td><td>£494.55 Paid £5.45 To claim</td></tr><tr><td>St Mary's Church</td><td>£1500 Work to Church Yard</td><td>£1500 Paid £0 to Claim</td></tr><tr><td>Jack & Jill Play Group</td><td>£1000 Hall Hire/promotion material etc</td><td>£1000 Paid £0 to Claim</td></tr><tr><td>Total Grants Paid</td><td></td><td>£4294.55</td></tr><tr><td>2016/17 Budget</td><td></td><td>£5,000</td></tr><tr><td>2016/17 Budget Remaining</td><td></td><td>£705.45</td></tr></table> <p>It was noted that Broomfield Village Hall Charity had in total £1,207.02 to claim before 31st March 2017 and this amount would take the budget over by £501.57. It was agreed to approve this extra expenditure and the Finance Chairman and Clerk would recommend appropriate virements by the end of the financial year.</p>			Grant awarded to:	Amount of Grant agreed & purpose:	Grant claimed todate:	Broomfield Village Hall Charity	£2501.57 Hearing Loop/Projector & Screen/redecorate	£1300 Paid £1201.57 To claim	Broomfield Village Hall Charity	£500 Village Games	£494.55 Paid £5.45 To claim	St Mary's Church	£1500 Work to Church Yard	£1500 Paid £0 to Claim	Jack & Jill Play Group	£1000 Hall Hire/promotion material etc	£1000 Paid £0 to Claim	Total Grants Paid		£4294.55	2016/17 Budget		£5,000	2016/17 Budget Remaining		£705.45
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f.	To review Bank Signatories for Co-operative Bank PLC & National Savings Bank It was agreed to alter all the signatories to the following: <table><tr><td>Co-operative Bank PLC Current Account</td><td>Current Signatures:</td><td>To add/Remove:</td></tr><tr><td>Any 2 signatures required</td><td>Councillors Blake; Jones; Garwood; Smith; Tranquada</td><td>Alter Councillor Smith to Mercer/ Add Councillor Hubble</td></tr><tr><td>National Savings Bank PLC Earmarked Reserves</td><td>Current Signatures:</td><td>To add/Remove:</td></tr><tr><td>Any 2 signatures required</td><td>Councillors Garwood; Jones; Smith; Tranquada</td><td>Alter Councillor Smith to Mercer/ Add Councillor Hubble</td></tr></table> <p>It was resolved to action these alterations. Councillor Jones brought to the Council's attention the fact that Co-operative Bank PLC is up for sale and suggested we should consider transferring our Current Account to another Bank. ACTION: Clerk to action change of signatories ACTION: Cllr Barnes will look into the issue with the Co-op Bank and report back to the next meeting</p>			Co-operative Bank PLC Current Account	Current Signatures:	To add/Remove:	Any 2 signatures required	Councillors Blake; Jones; Garwood; Smith; Tranquada	Alter Councillor Smith to Mercer/ Add Councillor Hubble	National Savings Bank PLC Earmarked Reserves	Current Signatures:	To add/Remove:	Any 2 signatures required	Councillors Garwood; Jones; Smith; Tranquada	Alter Councillor Smith to Mercer/ Add Councillor Hubble												
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Signed:.....



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Dated:.....

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392.	Personnel Matters
a.	<p>To receive an update on appointment of new Clerk</p> <p>Councillor Garwood advised that an advert had been placed with EALC, Essex County Council and Chelmsford City Council on 13th January but only six applications had been received so far. The Clerk had advised that she wished to start in her new role by 10th March and Councillor Garwood proposed that a Locum be employed in the meantime to cover the vacancy. It was advised that a Locum had been identified and that Councillors Garwood and Mercer meet to confirm details and report back to Personnel Committee. Councillor Jones requested that advertising is increased to include the local press.</p> <p>ACTION put advert in Broomfield Times, website & facebook & local noticeboards – all in favour to continue with this for next 4 weeks</p> <p>ACTION To spend up to £1,100 advertising further i.e. Job Centre/local press -all in favour</p> <p>ACTION Budget virement to be made to cover</p> <p>ACTION Cllrs Garwood & Mercer to open discussions with Locum Clerk & refer to Personnel Committee, which is delegated to make decision to employ for a period initially up to 6 months with the possibility of renewal – finance to be agreed with Finance Chair – all in favour</p>
393.	Policy Matters:
a.	<p>Code of Practice on Communication</p> <p>- To consider an additional section about Social Media – Cllr Blake</p> <p>The Chairman reminded councillors that they had already approved a Code of Conduct on Communication and Transparency and explained that this would be an extra section to this Code covering social media. A sheet was circulated with suggested outline points for inclusion in this extra section. Members were invited to discuss the points raised in the sheet. Changes could then be made to these suggested points, for formal consideration at the next meeting.</p> <p>ACTION – document to be amended in the light of comments and presented for approval at next Parish Council Meeting</p> <p>- To note/consider Chairman's action re recent social media post</p> <p>The Chairman reported that he had an urgent notice posted on facebook and the website on 27th January, in response to a post placed on facebook by a councillor. A copy of this notice was circulated. He invited members to consider his action and comment as they saw fit, but requested them not to comment on the earlier post by a councillor in case further action was deemed necessary. After consideration, a vote was taken and it was agreed - 11 in favour, 0 against with 1 abstention – that the Chairman had acted appropriately. He thanked Councillors for their support.</p>
b.	<p>Internal Communications between Councillors – to consider proposals from Cllr Daden</p> <p>This item will be taken when Councillor Daden is present.</p>
c.	<p>Proposal from Councillor Daden: That a draft agenda is circulated three days before officially published, serving not only a reminder to Councillors but to clarify all their items have been noted</p> <p>Councillor Daden's proposal was discussed and a vote taken – 8 Councillors voted against the proposal and 4 Councillors abstained – therefore the proposal will not be actioned.</p> <p>It was proposed that any Councillor who wishes to place an item on any Parish Council Meeting (including Committee Meetings) submit a request to the Clerk 10 days before the meeting and the Clerk will forward this request to the Chair of the relevant meeting for their attention – the final decision whether an item is placed on the agenda remains with the Chair. All Councillors are provided with a yearly schedule of all meetings at the beginning of each year. There was general agreement but this proposal will be placed on the next agenda for formal approval.</p> <p>ACTION: Councillors please advise Clerk 10 days before forthcoming meeting if they have any items to add to an agenda</p>

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Dated:.....

15 Mar 2017

d.	Overarching Strategy Document – Update Councillor Mercer had nothing to report and there were no comments.
394.	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 The minutes were presented and taken as read.
b.	Broomfield Village Hall Charity Management Committee The minutes were presented and taken as read. Councillor Jones updated the meeting on various future activities planned and progress on upgrades/alterations to the hall and car park.
c.	Civic Amenities Committee Including an update on a meeting with Contractors re proposed re-siting of kickwall to Angel Meadow The minutes were taken as read. Councillor Tranquada updated the meeting on the re-siting of the kickwall to Angel Meadow and provided a copy of the proposed location of the kickwall. This agrees with all health and safety conditions and also provides a 101 metre pitch (the same as at present) for a full sized football pitch. The Parish Council's Tree Contractor has provided a quote for £1,760 to carry out all the tree work to the bottom and side of Angel Meadow to enable the pitch to be moved down towards Little Bishops Field. It was proposed to accept the £1,760 from the Tree Pollarding & Planting - all in favour. The Football Club would be invited to make a contribution if they wished. Councillor Mercer commended Councillor Tranquada for his hard work in liaising with various bodies and for his detailed reports. The next stage is to apply for planning permission from Chelmsford City Council and again meet with Broomfield Football Club to keep them up-to-date with progress so far.
d.	To replace the Communications Committee with specific 'ad hoc' working parties for particular tasks as required It was agreed to replace the Communications Committee with specific 'ad hoc' working parties – the first working party will be appointed at the next Parish Council Meeting in March to organise the Annual Parish Meeting. Members voted unanimously in favour of this proposal.
e.	Neighbourhood Plan Steering Group – - notes of meetings have been presented to the Planning Committee. An analysis of survey responses from the Launch Event will appear on the Neighbourhood Plan Website shortly.
f.	Youth Provision - To approve to carry over any remaining Communication/Youth Provision Budget of £444 to next year It was unanimously agreed to carry the remaining budget over to 2017/18 Budget. ACTION Remaining Budget from Communications Budget be added to 2017/18 Budget for Youth Provision/communications - To decide whether Broomfield Teens can include our neighbours It was agreed that subject to advertising being focused in Broomfield area – there is no problem with teens from outside the Parish attending any event organised in Broomfield. - To consider approving a budget of £1000 to develop Broomfield Teens in 2017/18, with £444 to be initially spent on the opening zorbing event It was proposed that a maximum budget of £444 be set for the opening zorbing event, subject to seeing a detailed proposal/business plan – this is to be presented to the March meeting where it can be

Signed:

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	<p>discussed and voted upon. This was agreed - 11 Councillors in favour, 0 against with 1 abstention.</p> <p>ACTION Cllr Daden to provide full details of the proposed opening zorbing event to March Parish Council Meeting</p> <p>- To consider any other details contained in Cllr Daden's email dated 5th February (previously circulated)</p> <p>This item will be deferred to the next meeting as Councillor Daden was not present at the meeting– all in favour.</p>
395.	<p>Broomfield Times:</p> <p>To receive an update on the forthcoming and future editions</p> <p>Councillor Matthews advised this edition is about to go to print and a few suggestions were made for alterations.</p>
396.	<p>Items for Information/ Correspondence Received:</p>
a.	<p>To receive information about forthcoming Training Courses (Cllr Garwood)</p> <p>Councillor Garwood has all details and encouraged new Councillors to attend an introductory course at EALC. The mentoring between Councillor Hubble and Charlton is yet to take place.</p>
b.	<p>To receive reports from Parish Councillors' responsibilities with respect to Village Life (reports to be taken as read)</p> <p>The Chair thanked Councillor Howell for his thorough written highways report.</p>
c.	<p>To receive reports from outside bodies/meetings/courses attended (reports to be taken as read)</p>
d.	<p>To note parking enforcement figures for Dec 2016</p> <p>Noted.</p>
e.	<p>To consider letter received from Chelmsford City Council requesting support for lottery funding bid for Chelmsford Museum</p> <p>Proposed that the Parish Council write a letter to support & Councillor Blake will write in response.</p> <p>ACTION: Chair to respond to letter</p>
397.	<p>Publicity – to identify items from Meeting to be placed on social media</p> <p>The following items were identified:</p> <ul style="list-style-type: none"> - Kickwall – Councillor Tranquada to provide map & details to post. - Advert for new Clerk on social media.
398.	<p>Any other business for discussion purposes only & referral to next agenda</p> <p>The Chair advised that he needs to step down as Chair in order to concentrate on the Neighbourhood Plan and therefore a new Chair will need to be identified as soon as possible.</p> <p>There being no further business - the meeting closed at 9.51 pm</p>

Signed:.....



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Dated:.....

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