

BROOMFIELD PARISH COUNCIL**Minutes of Broomfield Parish Council meeting****Held at Broomfield Village Hall****7.30 p.m. on Wednesday 15th March 2017**

439.	<p>Members attending</p> <p>Chairman Cllr Blake</p> <p>Councillors: Cllrs Barnes, Daden, Garwood, Howell, Hubble, Jones, Mercer, Steed, Thomson, Tranquada</p> <p>Also present Locum Clerk, Cllr Knight Chelmsford City Council until item 409a.</p> <p>Resolved: Apologies were accepted from Cllrs Charlton, Matthews. Proposed Cllr Blake seconded Cllr Mercer and carried unanimously. Apologies were noted from Essex County Councillor John Aldridge.</p>
440.	<p>Declarations of interests</p> <p>There were no declarations of interest.</p>
441.	<p>To consider recording the meeting</p> <p>Resolved. The Council approved recording of the full council meeting. Proposed Cllr Blake seconded Cllr Barnes and carried six to five.</p>
442.	<p>Public Question Time</p> <p>There were no members of the public present.</p>
443.	<p>To approve the minutes of Broomfield Parish Council's Meeting 15th February 2017.</p> <p>Resolved: The minutes of Full Council Meeting held on 15th February 2017 are accepted as a true record. Proposed Cllr Blake seconded Cllr Garwood and carried unanimously.</p>
444.	<p>To receive report from County Councillor Aldridge for items not on agenda.</p> <p>Cllr Aldridge was unable to attend.</p>
445.	<p>To receive report from City Councillors for items not on the agenda.</p> <p>Cllr Knight made representation on behalf of residents who had requested an additional dog bin for the Court Road area. The council advised that it had considered the matter and had decided that there was adequate provision and the money would be better spent elsewhere. Cllr Knight was asked to investigate the implications of re-siting the existing bin within existing budget.</p>
446.	<p>Financial Matters:</p> <p>a. Resolved. The Council approves the Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts. Proposed Cllr Barnes seconded Cllr Jones and carried unanimously. The Council accounts were validated by Cllr Barnes, the Charity accounts by Cllr Jones.</p>

	<table><tr><td>Broomfield PC</td><td>Current a/c balance</td><td>£53,442.14</td></tr><tr><td></td><td>NSB earmarked reserve</td><td>£172,037.21</td></tr><tr><td>Broomfield Village Hall</td><td>Current a/c balance</td><td>£12,116.07</td></tr><tr><td></td><td>Deposit a/c balance</td><td>£1,670.00</td></tr></table>	Broomfield PC	Current a/c balance	£53,442.14		NSB earmarked reserve	£172,037.21	Broomfield Village Hall	Current a/c balance	£12,116.07		Deposit a/c balance	£1,670.00
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b.	Resolved. The Council approved the invoices, bill payments, direct debits and standing orders for payment to 28 th February 2017. The list is attached at appendix one. Proposed Cllr Barnes seconded Cllr Jones and carried unanimously.												
447.	Personnel Matters												
a.	<p>To receive an update on the appointment of a Locum Clerk and the appointment of a permanent Clerk.</p> <p>The Locum Clerk reported that he was in post as a contractor and would remain until a permanent Clerk is appointed. He would normally available for two days a week; Tuesdays and Thursdays but could be available at other time if required. As the Council has key personnel cover from its insurance company, the cost of employing the Locum while the permanent clerk is off sick could be recovered.</p> <p>Cllr Garwood reported that twelve applications had been received so far and the closing date had been extended to 17th March 2017. It was noted that the previous meeting had agreed that an advertisement would be placed in the Essex Chronicle.</p> <p>Resolved. The Locum Clerk would undertake a review of office procedures pending the appointment of a permanent Clerk for which the Essex Chronicle advertisement would be placed forthwith.</p>												
448.	Policy Matters												
a.	<p>Overarching Strategy Document.</p> <p>No update this month.</p>												
b.	<p>Social Media Policy</p> <p>The Locum Clerk advised the Council that Chelmsford City Council will be issuing an amendment to their Code of Conduct that will address the correct usage for social media and the Parish Council should review the new guidance before making changes to their internal procedures. The Council would reconsider the matter when the new guidance was published.</p>												
c.	<p>Internal Communication – Cllr Daden</p> <p>No update this month.</p>												
d.	<p>Draft Agendas for Full Council and Committee meetings.</p>												

	<p>Resolved: That Councillors wishing an item to be included on the agenda of a forthcoming meeting notify the Clerk in writing 10 days before the meeting and request an acknowledgement of their request (final decision to rest with the Chair of the meeting). Proposed Cllr Blake seconded Cllr Jones and carried with one abstention.</p>
449.	<p>Parish Council Committees, Working groups and Steering Groups:</p>
a.	<p>Property and Planning Committee Minutes will be available at the next meeting.</p> <p>Update on the Chelmsford Local Plan Preferred Option and consider Next Steps The previous 'Issues and Options' Consultation (2015) had outlined three options all of which proposed significant development in the north-west of Broomfield. In the new Preferred Option consultation, the proposed road to the north west of Chelmsford has been dropped from the plan, which will relieve pressure from developers to infill within its boundary. The number of properties has also been dropped to 800, with a possible second access road to the hospital. The proposed new primary school might have implications for the plans to rebuild and extend the existing primary school, and ensuring the viability of a new school may be seen as an incentive to encourage further housing development.</p> <p>Cllr Knight suggested that the current plan was a reasonable settlement for the Parish and requested that the Council advise him of its views, so they may be represented at City Council. The Council were reminded that when the plan is agreed, it will be clear what will be excluded from future development. Although development may happen on sites that have been excluded in the plan, there will be a presumption against development in those areas.</p> <p>Cllr Knight left the meeting after this item.</p>
b.	<p>Broomfield Village Hall Charity Management Committee. It was noted that the <u>Adventure</u> Cycleway was underway and costs for planning permission were being met from a charitable donation.</p>
c.	<p>Civic Amenities Committee. Minutes to be circulated.</p>
d.	<p>Neighbourhood Plan Steering Group. Questionnaire will be distributed to every household and additional copies will be available for individual submission. The questionnaire will also be available online.</p> <p>An early suggestion has been to include an emphasis on eco-friendly development, which will be the subject of further consideration.</p>
450.	<p>Youth Provision. To be considered at the May meeting when more information will be available.</p> <p>It was noted that, <u>in the past</u>, the council has outsourced youth activities and the YMCA would be approached to be a provider of activities and bear the responsibility for</p>

	insurance, worker vetting and providing staff. It was agreed that a working group would be formed to investigate the matter with Cllrs Daden and Hubble taking the lead. The possibility of extending the working group to include residents will also be investigated.
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451.	Broomfield Times: The next edition will be published in June with the cut-off date being 21 st April. The major theme will be neighbourhood plan, local plan consultation, litter pick, the village games plan and the reports from the annual assembly.
452.	Items for Information/ Correspondence Received:
a.	To receive information about forthcoming Training Courses (Cllr Garwood) Cllr Garwood and the Locum Clerk will prepare a programme of training for consideration.
b.	To receive reports from outside bodies/meetings attended (<i>reports to be taken as read</i>) <i>No reports received this month</i>
453.	Annual Meeting with Parishioners The Electors meeting will be held on 24 th May. The main theme will be an analysis of the neighbourhood plan questionnaire. The preferred format would be an informal series of display with councillors available to discuss concerns and give information. The Civic Amenities Committee and Village Hall Committees will provide display boards to showcase achievements like the cycle path. The Council would not invite other organisations to provide displays at this meeting.
454.	To note parking enforcement figures for February 2017 In the last month there were three visits covering nine streets in which 5 observations were made and 3 PCNs issued. The figures were noted and the Clerk was asked to advise South Essex Parking Partnership that Gibson Vale and Rose Lawn fields should be included in their patrols.
455.	To elect a new Chairman Cllr Blake announced his intention to stand-down from the Chairmanship and invited nomination for the post of Chairman. Cllr Barnes was proposed by Cllr Blake and seconded by Cllr Mercer. There being no other nominations Cllr Barnes was elected unopposed. The Council thanked Cllr Blake for his work over the last year and welcomed Cllr Barnes into the role.
456.	Publicity – to identify items from Meeting to be placed on social media Forthcoming electors meeting. New Chairman.
457.	Items for next agenda. Review of social media following City Council's amendment of the Code of Conduct. Youth provision report

	Meeting closed at 9.30.
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