

BROOMFIELD PARISH COUNCIL

Minutes of the Annual Council Meeting of Broomfield Parish Council Held on Wednesday 17th May 2017 in Broomfield Village Hall.

17/1	Election of Chairman The election was held at the end of the March meeting. There being no other nominations, Cllr Barnes was returned unopposed.
17/2	To receive Chairman's Declaration of Acceptance of Office The acceptance was signed in the presence of the Proper Officer.
17/3	Appointment of Vice Chairman Cllr Garwood and Mercer were proposed by Cllr Barnes and seconded by Cllr Blake. There being no other nominations, both councillors were elected unopposed.
17/4	Members attending Chairman Cllr Barnes Councillors Cllrs Blake, Garwood, Howell, Hubble, Jones, Steed, Thomson, Tranquada, Charlton. Also present Locum Clerk, Essex County Councillor John Aldridge. Resolved. Apologies were accepted from Cllrs Daden, Mercer and Matthews. Proposed Cllr Blake seconded Cllr Tranquada and carried unanimously. Apologies were noted from Chelmsford City Councillor Barry Knight
17/5	To approve the minutes of Broomfield Parish Council's Meeting 16th March 2017. Resolved: The minutes of Full Council Meeting held on 16th March 2017 are accepted as a true record. Proposed Cllr Barnes seconded Cllr Jones and carried unanimously.
17/6	To receive any Declaration of Interest from Councillors. There were no declarations of interest.
17/7	To review of Register of Members' Interests The Locum Clerk reminded Councillors of the requirement to keep registers of interest up-to-date. Any amendments should be reported to the office.
17/8	Receive report from County Councillor Aldridge for items not on agenda. Erick Avenue. The improvement work is in the current schedule of works and the new Belisha beacons will be mounted on 5m lighting columns. Cllr Aldridge will be recommending a LED halo beacon in preference to a solid orange version to ensure good visibility in daylight. The Councillors were advised that they can access the service of the County Rangers by emailing Rangers@essexhighways.org . It was confirmed that Cllr Grundy is now the Highways Portfolio holder.

	<p>Concerning the Local Plan, most of the current development is outside the Broomfield Parish, and the immediate consequences are limited. There is a potential for a northern entrance to the hospital which may be a benefit. The plan does not allow for the increase in traffic volume in the north of the District and outside the District in Braintree.</p> <p>In answer to a question about the influence that County can exert over a local plan, it was confirmed that it was limited to consultative only.</p> <p>In answer to a question, it was confirmed that a tarmac repair at Erick Avenue was a temporary job to ensure a safe surface prior to a more permanent repair.</p>
17/9	<p>Receive report from City Councillors for items not on the agenda</p> <p>No report available.</p>
17/10	<p>To elect Members to the following Committees:</p> <p>Resolved: Cllrs Carlton and Hubble both agreed to join Civic Amenities Committee. Subject to the terms of reference being reviewed by the Clerk, Cllrs Daden and Matthews will join the Finance and General Purposes Committee. Cllr Carlton takes over the responsibility for Emergency Planning and is willing to represent Primary Schools subject to a discussion with Cllr Daden. Cllr Hubble will take over Elderly Care Homes. It was agreed that a representative for Libraries is no longer required. In other aspects the published list of committee membership and representatives to outside bodies is adopted for 2017 -18. Proposed Cllr Barnes seconded Cllr Garwood and carried unanimously.</p>
17/11	<p>To approve or amend the Terms of Reference for Committees.</p> <p>Resolved: the committee terms of reference are adopted for 2017 -18. Proposed Cllr Barnes seconded Cllr Garwood and carried unanimously.</p>
17/12	<p>To approve or amend the Code of Conduct, Standing Orders & Financial Regulations for 2017-18</p> <p>Resolved. The published documents are adopted for 2017-18. Proposed Cllr Blake seconded Cllr Garwood and carried unanimously.</p>
17/13	<p>To approve or amend the current policies</p> <p>Complaints, Freedom of Information, Data Protection, Health & Safety, Risk Management, Fire Safety, Equal Opportunities, Recruitment, Smoke Free, Training, Retention & Disposal of Documents, Social Media, Pension Discretions, Publications of Photographs, Disciplinary Procedure & Grievance Procedure.</p> <p>Resolved. The published documents are adopted for 2017-18. Proposed Cllr Blake seconded Cllr Garwood and carried unanimously.</p>
17/14	<p>To note the Parish Council and Village Hall balances and reconciliations for April 2017</p> <p>The Balances and reconciliations were noted.</p>
17/15	<p>To note income and expenditure reports for April 2017.</p> <p>The income and expenditure report was noted.</p>
17/16	<p>To receive Internal Audit Report for year ending 31.3.2017 and agree actions arising.</p> <p>The internal report was noted and referred to the Finance and general Purposes Committee for attention.</p>

17/17	To approve the annual governance statement for year ending 31.3.2017 Resolved. The council approves the governance statement for submission to the external auditor. Proposed Cllr Barnes seconded Cllr Jones and carried unanimously.
17/18	To approve the annual accounting statement for year ending 31.3.2017 Resolved. The council approves the accounting statement for submission to the external auditor. Proposed Cllr Blake seconded Cllr Hubble and carried unanimously.
17/19	To receive draft Report of the Trustees & Unaudited Financial Statements for Broomfield Village Hall Charity for the year ended 31.3.17 To be carried forward to the next meeting.
17/20	Annual Parish Meeting 24th May 2017 – to confirm final details. Cllr Tranquada reminded the Council that he had undertaken work in preparation and it was agreed that the presentation would go ahead as planned.
17/21	To note minutes from the following Committees:
a.	The minutes Financial & General Purposes Committee were noted
b.	The Broomfield Village Hall Committee was postponed.
c.	The minutes of the Civic Amenities Committee were noted.
d.	The minutes of the Property & Planning Committee were noted.
17/22	There were no written reports from Representatives to outside bodies and charities.
17/23	To consider introducing a blog to the website for the timely publication of information that is of use or interest to the parish. The Council notes that it needs to be more aware of its media reputation, but understands that individual councillors cannot respond in real time. It was noted that a blog will allow the council to correct matters of fact without necessarily engaging in discussion. It would be a suitable method to deliver information that the Council needs to publicise. Resolved. The Council will create a Chairman's blog for the timely publication of information that is of use to the Parish. Proposed Cllr Blake seconded Cllr Hubble and carried with one against.
17/24	There was no correspondence to consider
17/25	The parking enforcement figures for April 2017 were noted
17/26	Items for next agenda To consider alternative methods for the distribution of documents and information to Councillors. Meeting closed at 9.04