

**Minutes of Broomfield Parish Council
Held on Wednesday 16th August 2017 in Broomfield Village Hall.**

17/44	<p>Members attending</p> <p>Chairman Cllr Barnes</p> <p>Councillors Cllrs Blake, Charlton, Daden, Howell (from item 17/48), Hubble, Jones (until item 17/58), Matthews, Mercer, Steed, Thomson, Tranquada.</p> <p>Also present The Clerk, Chelmsford City Councillor Barry Knight.</p> <p>Resolved. Apologies were accepted from Cllrs Garwood. Proposed Cllr Blake seconded Cllr Hubble and carried unanimously. Apologies were noted from County Councillor Aldridge.</p>
17/45	<p>To approve the minutes of Broomfield Parish Council's Meeting 21st June 2017.</p> <p>Resolved: The minutes of Full Council Meeting held on 21st June 2017 are accepted as a true record. Proposed Cllr Barnes, seconded Cllr Jones and carried unanimously.</p>
17/46	<p>To receive any Declaration of Interest from Councillors.</p> <p>There were no declarations of interest.</p>
17/47	<p>Public Question Time</p> <p>There were no members of the public present.</p>
17/48	<p>County Councillor Aldridge was unable to attend the meeting.</p>
17/49	<p>To receive report from City Councillor Knight</p> <p>One item to report; residents have requested a bus shelter at the Felsted Field bus stop. Cllr Knight will explore the options for providing a shelter subject to permission from the landowner to install it on private land.</p> <p>The Clerk was asked to prepare a letter of endorsement from the Parish Council to introduce Cllr Knight as representative pursuing the acquisition of land and requesting a site with the landowner and representatives from Highways, the City Council and Parish Council.</p>
17/50	<p>To note the introduction of RBS Omega accounting system.</p> <p>The Clerk reported that the accounts are now up-to-date on the new system and the council will now receive regular monthly reports on income, expenditure and budgets. There is a comprehensive set of reports available, and councillors are encouraged to request whatever information they need to help them understand the accounts.</p>
17/51	<p>To note the Parish Council and Village Hall balances and reconciliations for June – July 2017</p> <p>The bank Balances, Income and expenditure, cashbook, and budget reports were noted.</p>
17/52	<p>To amend the terms of reference for F&GP to meet monthly</p> <p>Following the introduction of the financial management system, the Clerk recommended that a smaller group of Councillors meets monthly to review progress on budget control, approves</p>

	<p>spending, and makes recommendations to full council on governance matters like policy, procedures and management control. The membership will be the chairs of all committees; currently Cllrs Barnes, Blake, Tranquada, Garwood, Jones and Cllrs Mercer, Daden, and Matthews.</p> <p>Resolved. The terms of reference for Finance & General Purposes Committee will be amended to allow it to meet monthly and approve budget reports on behalf of the full council. The Chairman will be Cllr Jones and the membership will be Cllrs Barnes, Blake, Tranquada, Garwood, Mercer, Daden, and Matthews. Proposed Cllr Barnes seconded Cllr Jones and carried unanimously.</p>
17/53	<p>To approve the appointment of J&M Payroll as the Council's salary manager</p> <p>Resolved. J&M Payroll Ltd are appointed as the payroll management company for the Parish Council from 1st October 2017. Proposed Cllr Barnes seconded Cllr Mercer and carried unanimously.</p>
17/54	<p>Following recent staffing changes, the council has an opportunity to review the relationship between the Village Hall and the Parish Council.</p> <p>It was agreed that the idea had many advantages and although there will be matters of fact and process concerning the relationship with the charity commission, the idea is sound and should be pursued. The benefits of transparency and accountability are clear, and this will be an opportunity to clarify the roles and responsibility.</p> <p>Resolved. The Council approves the integration of the Village Hall and Parish Office procedures and practices. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
17/55	<p>To appoint an internal auditor for 2018 -19</p> <p>Two companies have the capacity and capability to deliver an effective audit; with no clear advantage from either, it was decided that the cheaper quote would be accepted.</p> <p>Resolved. The Council will appoint Heelis and Lodge as internal auditor for 2017 – 18. Proposed Cllr Steed seconded Cllr Hubble and carried unanimously.</p>
17/56	<p>Clerk's report</p> <p>Complaints about parking at the village hall.</p> <p>It had been noted that some residents had expressed concern about the lack of parking facilities at the hall that were available to the public. The matter was taken-up by City Councillor Knight who was advised that the restriction on parking was a planning condition on the village hall that was imposed by the City Councillor, and that additional parking spaces would be provided as part of the cycleway project.</p> <p>Freedom of information request on installation of car park barrier.</p> <p>A request has been received for correspondence and papers referring to the barrier which was fulfilled within the time limit.</p> <p>Relocation of kicking and sports wall.</p> <p>The wall has now been relocated and a basketball hoop has been installed and is now in use.</p> <p>Village Games.</p> <p>The insurance claim for stolen equipment is underway and although it was originally rejected, Cllr Jones renegotiated the claim from the hirer and successfully challenged the insurance company's rejection such that the cost of the replacement has been covered in full. The</p>

	<p>Council thanks all who were involved for delivering a successful and enjoyable day which raised £2,000.</p> <p>Insurance claim for sickness cover. A claim for £2,500 is currently being considered by the insurers. There is no reason to expect any problems with its successful conclusion.</p> <p>Progress on website. Following the discussion at the previous council meeting, the website has been reordered and amended to accommodate some of the changes requested. A recommendation will be made to the council at a later meeting to purchase a .gov domain, and that may necessitate transferring to a new service provider using a different content management system. Until that is decided, there is no benefit to undertaking a major redesign.</p> <p>Introduction of purchase order system. It was reported that a purchase order system has been introduced and Councillors were reminded that the office will now allocate a purchase order number before placing any order.</p> <p>Meeting with Football Club. See attached report It was noted that there is an opportunity to refurbish the MUGA which will require wider consultation with potential users.</p>
17/57	To note minutes from the following Committees:
57.1.	Financial & General Purposes Committee. No meeting
57.2.	<p>Broomfield Village Hall Committee</p> <p>It was confirmed that the original partition wall was incorrectly installed using substandard materials by a company that has now gone out of business. After extensive research and site visits, the Committee has selected a company that can rebuild the existing walls to the correct specification and save the cost of purchasing a complete new unit.</p> <p>Progress has also been made on the cycleway and additional parking for the general public will be provided within the current plan. Tendering is underway.</p>
57.3.	<p>Civic Amenities Committee</p> <p>Ideas were invited for alternative uses for the newly acquired telephone booth.</p>
57.4.	<p>Property & Planning Committee</p> <p>To consider the following applications.</p> <p>17/01305/FUL, 19 Main Road, Broomfield, CM1 7BU Proposal, Ground floor rear extension and loft conversion with rear dormers. Object on the grounds of flat roof proposed Cllr Blake seconded Cllr Mercer.</p> <p>17/00189/REM, Eastern Parcel Land North Of Copperfield Road Proposal Reserved matters application (appearance, landscaping, layout and scale) made pursuant to hybrid permission 14/01672/OUT for up to 198 dwellings, including landscaping, open space and access comprised of a mixture of flats and houses, associated roads and footways, car parking, public and private open space, and refuse and cycle storage.</p>

	<p>Cllr Blake recommended that this item would be deferred to an additional meeting of the planning committee which would be held on 22nd August at 7 pm.</p> <p>Legal advice has been sought from the Essex Association of Local Councils on the neighbourhood plan.</p>
17/58	<p>To note reports from Representatives to outside bodies/charities</p> <p>The public transport report was noted and attention was drawn to the scheme for discounted transport for hospital staff.</p> <p>The Clerk will consult with the City Council concerning the park and ride scheme with a view to improving access and uptake.</p>
17/59	<p>To update and review the Broomfield Times.</p> <p>Verbal report from Cllr Matthews confirming that the draft has gone to the printers. It was confirmed that the editorial committee would also include the Chairman.</p>
17/60	<p>To note parking enforcement figures for July 2017</p> <p>The figures were noted.</p>
17/61	<p>Discussion Item:</p> <p>How can the Parish Council adapt to the changing demographics of the community. With residency becoming more transient and people no longer identifying with the village, what is needed to ensure a sense of community?</p> <p>It was considered that the questions was framed in a pessimistic way, and there may not be a deep change in the demographics. However, there is less engagement from younger people and it is clear that events do not get the support they would have enjoyed previously. People who do not intend to have a long-term residency like the renters or passing workers may not see the need to become involved. Feedback from the survey showed that most residents appreciate their community and enjoy being part of it without necessarily wanting to engage with it.</p> <p>Although there may not be a problem, the discussion is more about being ahead of trends and engaging with the community in appropriate ways. Ensuring that there are appropriate ways of communicating with people who do not know enough about what is involved in getting involved.</p> <p>There is a scheme called village agent, and there is an opportunity to join with other organisations like the Women's Institute. In other words, the parish already has an infrastructure consisting of the groups supporting children, parents and the retired, but not everyone will require these facilities and few people see the need to provide their time to help them grow.</p> <p>The Council should consider helping those in trouble and finding ways to support those in need, either in the long or short term, chronic or acute problems. If there is a need, but a lack of volunteer workers, then the community will be obliged to recognise that without volunteers, money will have to be spent. The lack of volunteers will have to be managed by paying for support where needed.</p> <p>The Council needs to engage with other organisations and should see their role as bringing together those that have something to contribute or have a need but this will involve a</p>

	<p>deeper understanding of the needs and resources available, so marketing and understanding the users and potential users will be an important part of the Councils' function. The Clerk confirmed that one of the ambitions of the merged hall and office will be to increase this capacity.</p> <p>Possible avenues for investigation-</p> <p>The council could consider a welcome pack for new people moving into the area to attract the attention of those who might not get to hear of the activities in the village.</p> <p>Buddy bench could be established for people who wished to make themselves available at an agreed time for anyone to drop by and have a chat.</p>
17/62	<p>Items for next agenda</p> <p>To consider organising an event for the Queen's next anniversary that would include many other organisations in a joint exercise.</p> <p style="text-align: right;">Meeting closed at 9.16 pm</p>