

**BROOMFIELD PARISH COUNCIL**

**Minutes of Broomfield Parish Council Meeting  
Wednesday 28<sup>th</sup> March 2018  
Village Hall, Main Road, Broomfield at 7.30pm**

<b>18/17</b>	<p><b>Members attending</b> Chairman Cllr Barnes Councillors Cllrs Blake, Daden, Charlton, Garwood, Hubble, Jones, Matthews, Steed, Thompson, Tranquada. Also present The Clerk. Cllr Aldridge (Essex C.C.) from item 18/29. Cllr Knight (Chelmsford City Council) until item 18/28</p> <p><b>Resolved.</b> Apologies were accepted from Cllr Howell, Cllr Pontin (Chelmsford C.C.). Proposed Cllr Jones seconded Cllr Hubble and carried unanimously.</p>
<b>18/18</b>	<p><b>To approve the minutes of Broomfield Parish Council's Meeting 17<sup>th</sup> January 2018.</b> <b>Resolved:</b> The minutes of Full Council Meeting held on 17<sup>th</sup> January 2018 are accepted as a true record. Proposed Cllr Daden seconded Cllr Steed and carried unanimously.</p>
<b>18/19</b>	<p><b>To receive any Declaration of Interest from Councillors.</b> There were no declarations of interest.</p>
<b>18/20</b>	<p><b>Public Question Time.</b> A resident who was unable to attend the meeting has asked for the council to consider replacing the damaged sleepers at Church Green and also requests support to amend the Traffic Order in force on that road. The matter will be referred to the Village Amenities Committee.</p>
<b>18/21</b>	<p><b>Receive report from County Councillor Aldridge for items not on agenda.</b> Cllr Aldridge attended for item 18/29, but also gave the following updates:  Following complaints about the standard of work done on the Erick Avenue Crossing, it was confirmed that UK Power Networks have not met their statutory requirement for lighting on this site and remedial action will be required.  The County Council have undertaken an independent survey of their housing and accommodation stock following the Grenfell Tower disaster. No problems were found but procedures have been tightened.  Cllr Aldridge advised the Council that he will be standing down as chairman this year and hoped to have more time to devote to his other duties.  Suggested that council revisits the location of its initial meeting and holds a meeting in period costume as part of celebrations of its 125<sup>th</sup> anniversary event.</p>
<b>18/22</b>	<p><b>Receive report from City Councillors for items not on the agenda.</b> Cllr Knight reminded the council that he was available for support to the council and was keen for the authorities to work together on the strategic issues. The most important of which is the local development plan, and Cllr Knight has represented the parish on this</p>

	<p>matter. The Council noted these comments and thanked Cllr Knight for his work on behalf of the community.</p>
<b>18/23</b>	<p><b>Metro Bank.</b> To approve signatories for the current account.</p> <p><b>Resolved.</b> Cllrs Mercer, Blake, Garwood, Jones and Tranquada are appointed to be Councillor signatories to authorise payments and Michael Letch and Karen Hurrell are appointed to view the account and prepare payments for authorisation. Proposed Cllr Hubble seconded Cllr Daden and carried unanimously.</p>
<b>18/24</b>	<p><b>To note financial reports for January.</b> To approve the bank statement and reconciliation for January 2018. To note cashbook, income and expenditure for January 2018. To note payroll for January 2018. <b>Resolved:</b> The Committee approves the financial records for January 2018. Proposed Cllr Jones seconded Cllr Hubble and carried unanimously.</p>
<b>18/25</b>	<p><b>To receive financial reports for February.</b> To approve the bank statement and reconciliation for February 2018. To note cashbook, income and expenditure for February 2018. To note payroll for February 2018. <b>Resolved:</b> The Committee approves the financial records for February 2018. Proposed Cllr Jones seconded Cllr Hubble and carried unanimously.</p>
<b>18/26</b>	<p><b>Correspondence.</b> The Outstanding Contribution to Community Safety Awards were noted.</p> <p>King's Arms licencing. The council noted the correspondence and instructed the Clerk to raise the matter with the licensing department of the City Council and copy into the City Councillors.</p> <p>Erick Avenue pedestrian crossing illuminations. The correspondence between residents and County Council Highways was noted (see also Cllr Aldridge's comment in 18/21).</p> <p>Litter on hollow lane. Cllr Howell attended and removed six bags of litter and an industrial acetylene bottle. An additional Parish Cleansing day has been requested of the City Council (see also item 18/23.3).</p> <p><b>Consultations</b> The Review of Local Government Ethical Standards was noted</p> <p>Broomfield Primary School Expansion. Cllr Mercer advised the council that the education authority was consulting on changing the school from 3150 pupils with one and a half forms of entry to 420 pupils and two forms of entry to accommodate the anticipated growth in the community.</p> <p>Councillors were advised to complete the form individually, and submit a council response supporting the two-form entry subject to the detailed proposal. Provision will be needed for</p>

	parking and traffic management at home-school-home peak hours. The location of the school at the centre of the village is welcome.
<b>18/27</b>	<p><b>Clerk's report.</b></p> <p><b>To note the adoption of the war memorial.</b> The memorial has been added to the asset register and the insurance schedule at an additional cost of £35 p.a.</p> <p><b>Insurance claim for locum clerk.</b> The council disputes the reasoning behind the refusal to provide key person cover for the previous clerk's illness. The Clerk has appealed the insurer's decision not to pay for the interim cover and given reasons why the decision was based on incorrect assumptions. A response is due in two weeks.</p> <p><b>Defibrillator.</b> A resident with experience in first aid and first response has offered assistance in securing grant money and support from St John's Ambulance. Assistance with training for councillors and residents has also been offered. A meeting will be arranged in early April to take this forward.</p> <p><b>Air quality monitoring.</b> Following the publication of Chelmsford City Council's air quality report, one independent test kit has been purchased for evaluation. If it proves useful, additional kits can be installed where needed. Kits have a short shelf-life and must be purchased when needed.</p> <p><b>Replacement bin for Mill Lane.</b> Replacement bin installed in March.</p> <p><b>Community Infrastructure Levy payments.</b> A new S106 agreement for Hospital Approach was signed under planning reference 14/00409/MAT/1. The S106 contribution will be £96,867.98 which is to be delivered on first occupation. The Clerk will write and enquire why the contribution was not index-linked.</p> <p><b>Year-end finances.</b> The Council will be closing its books for the current year as soon as the next bank statement arrives. Once complete the Clerk will start work on the Annual Return, accounts and governance statement with a view to having them completed in time for the internal audit on 16<sup>th</sup> May and submission of the completed return by 11<sup>th</sup> June 2018. Starting from the year 2018 there will be a five-year plan for the financial management.</p>
<b>18/28</b>	<b>To note minutes from the following Committees:</b>
28.1.	<b>Finance Committee.</b> No meeting.
28.2.	<p><b>Broomfield Village Hall Committee.</b></p> <p>Cllr Thomson gave a Verbal update on Coffee Morning and thanked Cllr and Mrs Tranquada for covering the January and February events. Pleased to report that the March event had over thirty attendees who had arrived from the now defunct British Legion coffee club.</p> <p>The Council thanked Cllr Hubble and Carol Jones for their regular contribution to the stay and play morning and for this year's Easter egg hunt.</p>

28.3.	<p><b>Village Amenities Committee.</b> Meetings held on 14<sup>th</sup> February and 14<sup>th</sup> March 2018.</p> <p>The Council notes the appointment of Davies Burton Sweetlove Ltd. to undertake a structural survey for the barn for a fee of £350. Cllr Tranquada reminded the council that the work was necessary to ensure the building is fit for purpose before considering any future use</p> <p>Additional Parish Cleansing Days from the City Council.</p> <p><b>Resolved.</b> The council will request an additional cleansing day for the site Hollow Lane. Proposed Cllr Steed seconded Cllr Tranquada and carried unanimously.</p>
28.4.	<p><b>Property &amp; Planning Committee.</b> Meeting held on 7<sup>th</sup> February and 7<sup>th</sup> March 2018.</p> <p>It was agreed that the council should have an individual councillor as a representative with responsibility for specific aspects &amp; area of highways liaison. Cllr Mercer was volunteered for the role.</p> <p><b>Resolved.</b> The Council approves the creation of a highways liaison role and appoints Cllr Mercer to this position. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
28.5.	<p><b>Broomfield Times working group.</b></p> <p>Cllr Matthews reminded Councillors that she will require the annual reports from Committees and Council for publication in the summer issue of Broomfield Times with a deadline of 20<sup>th</sup> April.</p>
28.6.	<p><b>Parking needs and options working group.</b></p> <p>No update but see item 18/29 and 18/30 below.</p>
18/29	<p><b>Use of Broomfield Place car park as a community resource.</b></p> <p>There is a need for additional parking at the hospital and there is an opportunity to use the existing car park for this use. The Parking Needs and Options working group see an opportunity to bring the car park into use as an overflow site for hospital users and residents while additional parking is provided at the hospital site. Since the agenda was published, the Council was made aware that the whole site was being considered for disposal as a surplus asset.</p> <p>Cllr Aldridge advised the council that the County Council were aware of the community value of the land, but warned that the land may have a preferred bidder with a willingness to pay a premium for the land. Cllr Blake noted that the parish council have had an interest in the Broomfield Place land for many years as the site was willed to the community and was only in the care of the County Council. Cllr Aldridge replied that the County Council recognise this to some extent, and may consider favourable terms but need to demonstrate that they are achieving best value for the county residents. It was agreed that the Clerk would write to County Councillor Lissimore as the responsible portfolio holder, making the case that the Parish Council should be consulted on the sale, and be allowed to bid for the land if appropriate.</p> <p><b>Resolved.</b> The Council will respond to the County Council expressing an interest in the land for community use, but would require sufficient time to prepare a considered response. Proposed Cllr Barnes seconded Cllr Daden and carried unanimously.</p>

18/30	<p><b>To consider purchase of parking stickers for wheelie bins.</b></p> <p>The Council considered that providing stickers for all bins would not be the best use of resources, but there was a need to purchase some form of advertising or educational material. Following this reasoning, it was suggested that the working group was allocated a budget of £1,000 to be spent on parking-related matters without the need for council or committee approval.</p> <p><b>Motion.</b> The council will purchase 3,000 colour-printed single-sided A4 stickers at a cost of £1,315. Propose Cllr Daden, seconded Cllr Matthews with four in favour and five against with two abstentions. The motion failed.</p> <p><b>Resolved.</b> The council will vire from reserves the sum of £1,000 to be allocated to the working group for expenditure on parking-related materials. Proposed Cllr Tranquada seconded Cllr Steed and carried with one against.</p>
18/31	<p><b>To note reports from Representatives to outside bodies/charities.</b></p> <p>The passenger transport liaison report was noted.</p>
18/32	<p><b>To note parking enforcement figures for March 2018.</b></p> <p>The figures were noted.</p>
18/33	<p><b>To consider supporting a Christmas day lunch event.</b></p> <p>Cllr Tranquada reported on some encouraging initial discussions. Although the logistics of procuring and preparing food are manageable, as are the problems of arranging transport, the main problem will be in identifying those who will be invited or nominated to attend. Unless an organisation is willing to take this on, the project will not go ahead. The Council thanked Cllr Tranquada for his work and enthusiasm for the work</p>
18/34	<p><b>To consider the provision of a 125<sup>th</sup> Anniversary event in 2019</b></p> <p>The Council were reminded that the event needed a champion to take the lead on the event.</p>
18/35	<p><b>Annual parish meeting</b></p> <p>The council noted that the elector's meeting would be a modest event at which the committee and chairman's report would be noted and then opened to the electors to raise matters of interest or concern.</p> <p><b>Resolved.</b> The Council will hold their annual assembly on 23<sup>rd</sup> May 6 pm in advance of the neighbourhood Plan Open Evening. Proposed Cllr Tranquada seconded Cllr Mercer and carried unanimously.</p>
18/36	<p><b>Date of next meeting and items for next agenda</b></p> <p>Annual assembly to be held on 23<sup>rd</sup> May at the Village Hall and Annual Meeting of the Council to be held at the Methodist Hall on 30<sup>th</sup> May 2018.</p> <p style="text-align: center;"><b>Meeting closed 9.50</b></p>