

BROOMFIELD PARISH COUNCIL

**Minutes of the Annual Council Meeting of Broomfield Parish Council
held on Wednesday 30th May 2018
in the Methodist Hall, Main Road, Broomfield at 7.30pm**

18/37	Election of Chairman Cllr John Barnes was proposed by Cllr Steed seconded Cllr Jones. There were no other nominations and Cllr Barnes was returned unopposed.
18/38	To receive Chairman's Declaration of Acceptance of Office The declaration of office was signed and witnessed by the Proper Officer
18/39	Appointment of Vice Chairman Cllr Garwood stood down and was thanked for his service and work as Vice Chairman. Cllrs Mercer was proposed by Cllr Barnes seconded by Cllr Jones. There were no other nominations and Cllr Mercer was returned unopposed.
18/40	Members attending Chairman Cllr Barnes Councillors Cllrs Blake, Daden, Charlton, Fletcher, Garwood, Hubble, Howell, Jones, Matthews, Steed, Thompson, Tranquada. Also present The Clerk. Rebecca O'Mahony Cllr Aldridge (Essex C.C.) Cllr Knight (Chelmsford City Council)
18/41	To receive any declarations of interest from Councillors There were no declarations of interest
18/42	To approve the minutes of Broomfield Parish Council's Meeting 28th March 2018. Resolved: The minutes of Full Council Meeting held on 28th March 2018 are accepted as a true record. Proposed Cllr Barnes, seconded Cllr Steed and carried unanimously
18/43	Receive report from County Councillor Aldridge for items not on agenda. Oh behalf of Essex Highways, he apologised for the roadworks in Main Road, but assured the council that they were essential. A request was made that the working hours could be extended to speed the work. The Council received an update on traffic management and potential changes to use of school lane and the implications to other routes. Broomfield Place – an action plan has been circulated which declared the land surplus to requirements and recommended that the land would be sold subject to planning permission. This decision will be subject to call-in for Member scrutiny. Should the deal go ahead, there will be a requirement that any purchaser would be required to consult with the parish council and there would be an expectation that the community gain would be in excess of the minimum requirements. County Council hold the view is that the land was designated for development and may continue to be used for this purpose. This may involve a

	<p>reconsideration of the housing allocation in the Parish but this will be a matter for the City Council to consider.</p> <p>Cllr Aldridge confirmed that his years as Chairman of Essex County Council have ended and Cllr Jowers has taken over.</p>
18/44	<p>Receive report from City Councillors for items not on the agenda.</p> <p>Cllr Knight reported that the next meeting of the Committee considering the Chelmsford Local Plan will be held in early June. Version three will be reviewed and it is unlikely that there will be any significant changes. Following Committee approval the report will be sent to Cabinet for approval and then to the inspector for determination in September 2018.</p>
18/45	<p>To receive an introduction to the defibrillator installation</p> <p>Rebecca O’Mahony is a resident who is about to qualify as a paramedic and is a St John’s volunteer with a keen interest in promoting the deployment of public defibrillators. Although the parish has a very large hospital and an ambulance station, there is no defibrillator and there is a clear need for one. Ms O’Mahony gave a presentation on the merits of different defibrillators and mounting boxes. The best balance of performance, usability and reliability is with the Sentry Box housing and Zoll 3 defibrillator which can be used by anyone without any previous training. The device analyses the heart rhythm and will only work if it is appropriate to administer a shock.</p> <p>As the Village Hall is close to the Public House, bus stop, Madelayne Court, and the sports facilities it would be the preferred location.</p> <p>The council were advised that the purchase price could be recovered through a grant which would be obtained by the Clerk.</p> <p>The council thanked Ms O’Mahony for her work in preparing the report and making the recommendation. They looked forward to receiving training and awareness use in the future</p> <p>Resolved. The Council will purchase a Zoll 3 defibrillator and ShockBox Sentry housing at a cost of £2897 for installation at the Village Hall. Proposed Cllr Barnes seconded Cllr Steed and carried unanimously.</p>
18/46	<p>To review of Register of Members’ Interests</p> <p>No amendments are proposed.</p>
18/47	<p>To elect Members to the following Committees:</p> <p>The following amendments were made;</p> <p>Cllr Garwood stands-down as vice chair,</p> <p>Cllr Mercer leaves the Village Amenities ,</p> <p>Cllr Matthews was incorrectly placed in the Finance Committee.</p> <p>Resolved: the published list of committee membership and representatives to outside bodies is adopted for 2018 -19. Proposed Cllr Barnes seconded Cllr Steed and carried unanimously.</p>

18/48	<p>To approve or amend the Terms of Reference for Committees. Resolved: the committee terms of reference are adopted for 2018 -19. Proposed Cllr Barnes seconded Cllr Jones and carried unanimously.</p>
18/49	<p>To approve or amend the Code of Conduct, Standing Orders & Financial Regulations for 2018-19. The Clerk advised the council that a revised model for standing orders has been published and will be presented to the June Finance Meeting for consideration.</p> <p>Resolved. The published documents are adopted for 2018-19. Proposed Cllr Barnes, seconded Cllr Blake and carried unanimously.</p>
18/50	<p>To approve or amend the current policies 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, and Communications Protocol.</p> <p>Resolved. The published documents are adopted for 2018. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
18/51	<p>To note the adoption and publication of a GDPR-compliant privacy statement. Resolved. The Council approves the publication of the GDPR policy Proposed Cllr Barnes seconded Cllr Hubble and carried unanimously.</p>
18/52	<p>To note the programme of meetings for 2018 -19 The programme of meetings was noted. It was suggested that the Council considers holding meeting in August as September is a popular holiday time.</p>
18/53	<p>To receive Internal Audit Report for year ending 31.3.2018 and agree actions arising. The report was noted with the following comments agreed for further action.</p> <p>The conflict between tender threshold values will be amended to reflect the current requirements of the Public Contracts Regulation 2015.</p> <p>A statement of internal control will be produced for 2018-19 to review the adequacy of risk assessment programme.</p> <p>The office will minimise the use of petty cash, using alternative payment methods where practicable. Vouchers will be kept for analysis.</p>
18/54	<p>To approve the annual governance statement for year ending 31.3.2018 Resolved. The council approves the governance statement for submission to the external auditor. Proposed Cllr Jones seconded Cllr Garwood and carried unanimously.</p>
18/55	<p>To approve the annual accounting statement for year ending 31.3.2018 Resolved. The council approves the accounting statement for submission to the external auditor. Proposed Cllr Jones seconded Cllr Mercer and carried unanimously.</p>

18/56	<p>To approve the council's insurance quotes.</p> <p>Resolved. The Council appoints Came & Co. to underwrite insurance through Inspire Ltd at a cost of £1,496.69 for a one year contract. Proposed Cllr Barnes Cllr Hubble carried with two against.</p>
18/57	<p>To receive draft Report of the Trustees & Unaudited Financial Statements for Broomfield Village Hall Charity for the year ended 31.3.18</p> <p>The report was not available.</p>
18/58	<p>To approve the construction of an adventure cycle path. Report attached</p> <p>It was noted that the Council has sufficient funds to undertake the project provided it is agreed to advance the funds from reserves. This would be done with the expectation of receiving £90,000 in infrastructure levy funding in 2019. The main consideration is the timing of the work, and scheduling the financial implications would be a starting point for the Council's five-year plan. Following a detailed discussion about the benefits of the work and alternative uses for the money such as funding work at Broomfield Place, it was agreed that the project should go-ahead in the current year. The Council thanked Cllr Jones for his work in delivering the plan.</p> <p>Resolved. The council authorises the preparation of a project plan to deliver the cycleway and car park improvements in 2018 -9 and will release funding to cover the work as part of a five year plan. Proposed Cllr Jones seconded Cllr Tranquada and carried with one against.</p>
18/59	<p>Correspondence</p> <p>The Angel P/H - road surface collapse – repairs have been made. Pedestrian crossing at Main Rd – responses from Cllr Aldridge were noted. Accident on Little Waltham Rd – will be referred to the Local Highways Panel for consideration. Dog fouling on allotment approach road- preventative actions taken and noted. Publication of Ken Searle's Book- the Council will publish with the permission of the estate of the author.</p> <p>The Correspondence was noted.</p>
18/60	<p>Consultations</p> <p>Unauthorised developments and encampments Mid Essex Hospital Services NHS Trust</p> <p>The Consultations were noted.</p>
18/61	<p>To note minutes from the following Committees:</p>
61.1.	<p>Finance Committee - no meeting in April.</p>
61.2.	<p>Broomfield Village Hall Committee – noted.</p>

61.3.	Village Amenities Committee – noted.
61.4.	Property & Planning Committee – noted.
61.5.	Broomfield Times working group – noted.
61.6.	Parking needs and options working group. It was noted that this working group would no longer meet and any items would be referred to Full Council.
18/62	To note written reports from Representatives to outside bodies/charities. There were no reports to consider.
18/63	To note planning enforcement figures for April 2018. The reports were noted.
18/64	Items for next agenda. The Clerk to request parking enforcement figures for next month. Update on Funday. Meeting Closed 9.27