

**BROOMFIELD PARISH COUNCIL**

**Minutes of Broomfield Parish Council meeting  
Held on Wednesday 21<sup>st</sup> August 2019 in the Village Hall.**

<b>19/173.</b>	<p><b>Members attending</b></p> <p>Chairman                      Cllr Barnes.</p> <p>Councillors                      Blake, Howell, Hubble, Mercer.</p> <p>   City Councillors Steel and Knight</p> <p>Others attending              The Clerk and eight members of the public</p> <p><b>Resolved.</b> The Council and accept apologies for absence from Cllrs Aldridge, Daden, Thomson, Steed, Faulds, Proposed Cllr Barnes and carried unanimously.</p>
<b>19/174.</b>	<p><b>To consider recording the meeting.</b></p> <p><b>Motion.</b> The meeting will be recorded. Proposed Cllr Barnes seconded Cllr Howell. With five against the motion failed.</p>
<b>19/175.</b>	<p><b>To approve the minutes of Broomfield Parish Council's Meeting 7<sup>th</sup> May 2019.</b></p> <p><b>Resolved:</b> The minutes of Full Council Meeting are accepted as a true record. Proposed Cllr Barnes seconded Cllr Howell and carried with one abstention.</p>
<b>19/176.</b>	<p><b>To receive any Declaration of Interest from Councillors.</b></p> <p>There were no declarations of interest.</p>
<b>19/177.</b>	<p><b>Public Question Time.</b></p> <p>A resident made two suggestions to promote public engagement; that the Council has a question and answer session as part of the council meeting, and that the Council could institute regular surgeries for residents to meet Councillors informally.</p> <p>A resident asked about the potential relocation of a doctor's surgery, specifically questioning the proposal to put the surgery on Parish Council land rather than using the land at Broomfield Place. A copy of the Neighbourhood Plan Report (for item 184) was circulated for the members of the public to read. Particular attention was drawn to the following points:</p> <ul style="list-style-type: none"><li>• the Parish Council does not own Broomfield Place so cannot currently guarantee it will become available within the 4 year timescale</li><li>• the Report states that if sites other than the Village Hall do come forward in time and are better, they may be substituted</li><li>• the Report only seeks permission to continue the very tentative discussions; nothing more.</li></ul> <p>Having read the Report, no members of the public had any objection to discussions continuing.</p> <p>A resident asked about the plans for the allotment association and was informed that a letter has already been sent to the tenants informing them of the Council's proposals. Once an</p>

	<p>association has been established, the allotment holders will be consulted about how it should develop.</p> <p>A representative of the Cottage Gardeners Club pointed-out that the barn is open for three hours per weekend on forty six weekends of the year. The Council were also reminded that the barn can only be used for purposes ancillary to the allotments.</p>
<b>19/178.</b>	<p><b>To receive reports from City Councillors for items not on the agenda.</b></p> <p>Cllr Steel introduced himself as the new City Councillor and as a Parish Councillor from Little Waltham. He reported that the City Council's Local Plan continues to move forward. It was confirmed that funds for Beaulieu Park railway station and the North East Bypass have been released with an expectation that the work will be undertaken in the next five years.</p> <p>Following representation from residents on the Bellway housing estate, it was confirmed that if the Parish Council would provide a litter bin, it would be emptied by the City Council's cleansing department.</p> <p><b>Resolved.</b> Agenda item 19/184, <i>Neighbourhood planning</i> will be brought forward for consideration. Proposed Cllr Barnes and carried unanimously.</p> <p>Resolved. Agenda item 19/188, <i>To consider options for the future occupancy of the allotment barn</i> will be brought forward for consideration. Proposed Cllr Barnes and carried unanimously.</p>
<b>19/179.</b>	<p><b>To note financial reports for June 2019.</b></p> <p>The bank statement and reconciliation for June 2019 were approved. The cashbook, income and expenditure for June 2019 were noted. The payroll for June 2019 was noted.</p> <p><b>Resolved:</b> The Council approves the financial records for June 2019 noting the reconciliation figure of £167,145.00. Proposed Cllr Barnes seconded Cllr Hubble and carried unanimously.</p>
<b>19/180.</b>	<p><b>To note financial reports for July 2019.</b></p> <p>The bank statement and reconciliation for July 2019 were approved. The cashbook, income and expenditure for July 2019 were noted. The payroll for July 2019 was noted.</p> <p><b>Resolved:</b> The Council approves the financial records for July 2019 noting the reconciliation figure of £158,922.81. Proposed Cllr Barnes seconded Cllr Hubble and carried unanimously.</p>
<b>19/181.</b>	<p><b>Correspondence</b></p> <p>Complaint about cycleway from the residents of Days Close. The council noted the letter and will write to the complainant confirming that the council will keep matter under review problem.</p> <p>A request from EALC on health and wellbeing was noted.</p> <p>A letter of introduction from Madelayne Court was noted and it was agreed that Cllr Hubble will respond.</p> <p>An invitation to NHS annual meeting was noted.</p>

<b>19/182.</b>	<p><b>Consultations</b></p> <p>Election survey NALC</p> <p>A call for representatives on Chelmsford Association of Local Councils was noted.</p>
<b>19/183.</b>	<p><b>To note the findings of the internal audit report and agree actions.</b></p> <p><b>Motion.</b> The Council notes the report. Proposed Cllr Barnes and carried unanimously.</p>
<b>19/184.</b>	<p><b>To receive a Report on the Neighbourhood Plan:</b></p> <p>A written report had been circulated.</p> <p>a) Plan timetable</p> <p>The report was presented and noted. Cllr Blake gave an update on the plan noting the timetable for completing the plan.</p> <p>b) GP Surgery.</p> <p>The report was presented and noted, particularly the highly tentative nature of the current suggestion. Having studied the report, no councillor could see any reason not to continue discussions. Cllr Hubble was thanked for her hard work in picking up on the possibility of securing this long-desired facility for the village, albeit in very outline form at this stage.</p> <p>The neighbourhood plan steering group was thanked for its report.</p>
<b>19/185.</b>	<p><b>To consider establishing a strategic forward plan.</b></p> <p>The Council noted the report and agreed the principle, noting the links to current projects and budget planning.</p> <p><b>Resolved.</b> The Clerk will maintain a longlist of potential capital schemes, from suggestions made by Councillors which will be regularly reviewed for relevance and opportunity. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
<b>19/186.</b>	<p><b>To consider the council's response to the revised library strategy and to note the update from SOLE.</b></p> <p>The Council noted the report and would consider it in detail at the next council meeting, with invitations extended to other interested parties. The Chairman and Clerk would meet with Essex County Council to receive an update.</p>
<b>19/187.</b>	<p><b>To note feedback from Broomfield Place consultation event and to review next actions.</b></p> <p>There was no report to consider and the matter will be considered at a later meeting.</p>
<b>19/188.</b>	<p><b>To consider options for the future occupancy of the allotment barn.</b></p> <p>Cllr Barnes noted that the Cottage Gardener's Society occupies the barn at a very favourable rate, and this discount on the tenancy represents a greater subsidy than is received by other</p>

	<p>groups in the parish. The Council were reminded that there could be other uses for the barn that may be of greater value to the community. If the first option was selected, the Cottage Gardeners would have security to develop their organisation and improve the offer to their members. If the second option is taken, the Council would be free to investigate other uses for the facility. This research would include assessing the relative costs and benefits of allowing other uses for the barn.</p> <p><b>Resolved.</b> The Council will suspend the meeting to hear the comments from the cottage garden society. Proposed Cllr Barnes and carried unanimously.</p> <p>The Cottage Gardeners would prefer to maintain the current status quo of a six month rolling occupancy, and would not like to pursue a formal lease.</p> <p>The meeting reopened.</p> <p><b>To consider offering the Cottage Gardeners a formal lease.</b></p> <p>Offer the Society the security of a ten year lease with a break point at five years. The lease would be professionally prepared and the rent would be based on an independent valuation. This would offer the society the security to enhance their occupancy and extend the service they offer the community.</p> <p><b>Motion.</b> The Cottage gardeners will be offered a formal lease. Proposed Cllr Barnes seconded Hubble. With one in favour, three against and one abstention, the motion failed.</p> <p><b>To consider extending the six month rolling agreement.</b></p> <p>Offer the Society a continuation of their current occupancy; annual review of informal agreement with six months' notice on either sides. This would offer the Society the flexibility they have previously enjoyed and would not tie them to a long-term commitment. It would also allow the Council to consider other ways to improve the usefulness of the barn.</p> <p><b>Resolved.</b> The Council will offer a one-year lease on with a six month rolling agreement and an option to relocate to the smaller unit if an alternative use is found for the main barn. Proposed Cllr Barnes seconded Cllr Hubble and carried unanimously.</p>
19/189.	<p><b>To note the formation of an allotment association.</b></p> <p>Following a meeting with the allotment tenants, it was understood that there was no appetite among the tenants to volunteer as organisers of an association, but if the administration could be managed by the office, then there was support for the idea. A letter explaining the plan and the benefits has been sent to all tenants. An initial meeting will be held in October to develop the association.</p>
19/190.	<p><b>To note conditions placed on remedial works to the pavilion.</b></p> <p>Chelmsford City Council has withdrawn planning permission for the pavilion following breaches in planning conditions, but has agreed to allow access to complete urgent repairs to make the building safe. Access to the site has been granted for these repairs only, and only following receipt of a damage deposit, and payment for damage caused by a previous contractor.</p>

<b>19/191.</b>	<p><b>To consider revising the published schedule of council meetings.</b></p> <p>A request has been received to amend the published dates of two meetings.  Full council on September 18<sup>th</sup> to go back a week to the 25<sup>th</sup>  Full Council on February 18<sup>th</sup> to go back a month to March 18<sup>th</sup></p> <p><b>Resolved.</b> The Council approves the amended dates. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
<b>19/192.</b>	<p><b>Communications.</b></p> <p>It was noted that magazine collation, Facebook and other social media outlets will be managed by the office staff along with normal correspondence. The Councillors were reminded that all communications should be managed through the office, as specified by the current Social Media Policy. Councillors were also reminded that they should not make public statements that implied that they were speaking on behalf of the Council. Care should be also be taken when giving personal opinions that might be misconstrued as being the Council's official position.</p>
<b>19/193.</b>	<b>To note minutes from the following Committees:</b>
193.1.	Finance Committee. No meeting.
193.2.	<p>Broomfield Village Hall Committee. Meeting of August 5<sup>th</sup> .</p> <p>To note completion of adventure cycleway.</p> <p>To note preparations for opening event.</p>
193.3.	<p>Village Amenities Committee. Meetings of June 12<sup>th</sup> and July 10<sup>th</sup> .</p> <p>A quote for remedial work to village hall footway would be referred to the Village Hall committee.</p>
193.4.	<p>Property &amp; Planning Committee. Meetings of June 5<sup>th</sup>, July 3<sup>rd</sup> and August 7<sup>th</sup></p> <p>The decisions were noted.</p>
193.5.	<p><b>Broomfield Times working group.</b></p> <p>To note the resignation of Selina Matthews as editor. The Council thanked Selina for all her work and made the following resolution.</p> <p><b>Resolved.</b> The Council formally records its vote of thanks to Selina Matthews in acknowledgement of the contribution she has made to the community. Proposed Cllr Blake seconded Cllr Barnes and carried unanimously.</p> <p>Following this resignation, the Council noted that the next edition of the magazine would be managed by the office staff.</p>
<b>19/194.</b>	<p><b>To receive reports from Representatives to outside bodies/charities.</b></p> <p>There were no reports to consider.</p>

<b>19/195.</b>	<b>The parking enforcement figures for July 2019 were noted.</b>
<b>19/196.</b>	<b>The planning enforcement figures for July 2019 were noted.</b>
<b>19/197.</b>	<b>Items for next agenda.</b> Broomfield library. Special Constables. Play streets.  <p style="text-align: right;"><b>Meeting closed at 9.29</b></p>