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| **BROOMFIELD PARISH COUNCIL** | | |  |
| **A meeting of Broomfield Parish Council was held on Wednesday 18th March 2015 in Broomfield Village Hall, Main Road, Broomfield at 7.30 pm** | | |  |
| **Members’ Present:** | | Chairman Councillor Smith  Councillors: Barnes, Blake, Carter, Cockram, Daden, Jones, Mullender, Steed, Thomson & Wrenn |  |
| **Also Present:** | | Mrs K Hurrell (Clerk) Mrs W Martin (Deputy Clerk) & 1 member of public |  |
| **Public Question Time: Community Speed Watch –**  Chris Gardiner explained that four sites have been checked for use by the Community Speed Watch Volunteers – three have been rejected as unsuitable sites but one site has been accepted - he will be able to advise of its location once it has received full approval. It was pleasing that four more volunteers have signed up for the Community Speed Watch Team and received full training on 18th March. The Clerk has requested more volunteers to come forward on the Parishes face book page. | | |  |
| **396.** | **Apologies for absence**  Apologies were received from Councillors Garwood, Tranquada and County Councillor Aldridge and City Councillor Pooley. | |  |
| **397.** | **Declarations of Interest & receive any Dispensation requests**  Councillor Cockram has a non-pecuniary interest in minute number 414 c). | |  |
|  | The Chairman took the opportunity to remind all Councillors of how the Parish Council operates. She referred Councillors to the Good Councillor’s Guide which was a very useful reference booklet. She stated that the Parish Council is a corporate body – a legal entity separate from that of its Members. Its decisions are the responsibility of the whole body and the whole body is bound by them, meaning that the Council determines policy collectively within the legal framework in which the Council operates.  She reminded Councillors that only matters on the agenda may be discussed. A Councillor may raise an item for discussion or propose a motion for debate – this must be done through the Parish Clerk, preferably in consultation with the Chairman. The agenda is a public document and must be advertised a week in advance of the meeting.  The full Council may delegate aspects of its work to committees whose terms of reference it has approved. Committee meetings also have a public agenda and minutes are received by the full Council. Similarly Standing Orders apply.  Debate cannot take place by e-mail. Misunderstandings may arise that are difficult to correct. Opinions are taken as facts and background and experience are difficult to incorporate.  She expressed that she did not want to curb enthusiasm for getting things done but explained there are ways and means of achieving the goals for which we all strive. They may be frustratingly slow but they exist and over time they have worked and the Parish Council has achieved much for the Village. She stressed that meetings are our modus operandi so requested that the use of e-mail to the imparting of information only.  Discussion took place over the Chairman’s statement especially relating to the use of email. Councillor Blake attempted to elaborate by way of examples the difference between sharing information and deciding policy. | |  |
| **398.** | **To approve minutes of Broomfield Parish Council Meetings:** | |  |
| **a.** | **Broomfield Parish Council Meeting18th February 2015 (taken as read)**  It was approved that the minutes were factually correct and duly signed by the Chairman. | |  |
| **399.** | **Receive report from County Councillor Aldridge for items not on agenda *(max 10 mins)***  Councillor Aldridge was not present at the meeting. | |  |
| **395.** | **Receive report from City Councillors for items not on agenda *(max 10 mins)***  No City Councillors were present at the meeting. | |  |
| **396.** | **Financial Matters** | |  |
| **a.** | **To approve Financial Reports & Bank Reconciliations for Broomfield Parish Council & Broomfield Village Hall Charity Accounts against relevant Bank Statements**  Councillor Cockram had verified the Financial Reports to the Bank Statements which shows the following balances as at 28th February 2015:   |  |  |  | | --- | --- | --- | | Broomfield PC | Current Account Balance | £117,978.33 | |  | NSB Earmarked Reserves | £124,811.85 | | Broomfield Village Hall | Current Account Balance | £ 8,000.47 | |  | Deposit Account Balance | £ 2,368.37 |   Councillor Cockram duly signed the reports. | |  |
| **b.** | **To approve/ratify invoices/bill payments/direct debits/standing orders for payment up until date of meeting**  It was resolved to approve/ratify the invoices, bill payments and direct debits until 18th March 2015 totalling £6,804.48. | |  |
| **c.** | **To receive report on Earmarked Reserves**  Councillor Cockram provided a report and up-to-date account of the Earmarked Reserves held in the National Savings Bank. The transfer of £56,058.98 from the Current Account to the NSB Earmarked Res Account was approved giving a total sum of £180,870.83 in Earmarked Reserves. He explained that the Parish Council’s finances are in good shape and the Public Works Board Loan balance outstanding is £175k. He hopes that there will be surplus funds left in General Reserve at the 31st March 2015 which will help to plan for improvements to the Village. | |  |
| **d.** | **Internal Auditor appointment update**  It was approved that Michael Letch be appointed as the Council’s Internal Auditor and he will carry out his audit on 29th April 2015. The Clerk will ask whether it was felt necessary that an intermediate audit be carried out during 2015/16 and will report back. | |  |
| **e.** | **Re-organisation of accounting duties & extra hours worked by Clerk**  The Clerk advised that employing an Accounts Assistant had not been successful and the Clerk and Deputy Clerk had re-organised their duties to incorporate the accounts into their working schedules. The Deputy Clerk has been released of Broomfield Times advert administration and due to reduced work from Broomfield Village Hall Charity she will be able to undertake accounting duties to help the Clerk. Extra hours had been worked by the Clerk to bring the accounts up-to-date and this has been reimbursed. The Clerk will monitor the hours worked by staff and will advise if any further changes will be required. | |  |
| **f.** | **Report from Pensioners’ Lunch 25.2.15 & to approve decision to run event in 2016**  A very successful lunch was held with around 90 parishioners attending. It was therefore agreed to host a similar lunch in 2016 using the same caterers again.  **ACTION: Clerk to liaise with BVH Charity for hall hire & arrange date with caterers for 2016** | |  |
| **397.** | **Parish Council Strategy – consideration of future facilities:** | |  |
| **a.** | **Overall Future strategy**  Councillor Blake will update the working document for next Parish Council Meeting. He advised that the Village Gateways are still being discussed with the Local Highways Panel.  It was suggested that a site visit for Councillors to familiarise themselves with land owned or could be controlled by the Parish Council to see if they are viable as possible places to develop and improve. Councillors were advised that a map of the areas is attached to the Leisure Facilities Report that was distributed to Councillors for the January Parish Council Meeting.  **ACTION: Appropriate places to develop and improve will be referred to Civic Amenities Agenda for discussion e.g. Constance Close ‘Gardens’** | |  |
| **b.** | **CONFIDENTIAL: To discuss rebuilding of Broomfield Football Club**  ***It was resolved that this item was taken in confidence and public and press were excluded.***  **ACTION: Councillor Blake will submit urgently the results of the Parish Council’s decision and report back to the next meeting.** | |  |
| **398.** | **Communications Committee** | |  |
| a. | **Approve Terms of Reference to be signed by Chairman**  Alterations were made to the following items:  c. to add ‘*via the Parish Clerk’*  e. to remove annually  To change the wording in title from Working Party to Committee.  After these alterations were agreed it was approved to accept the Terms of Reference. | |  |
| **b.** | **Annual Parish Meeting 22.4.2015 format for meeting/advertising of event & Councillors involvement**  A draft schedule of the meeting had been supplied suggesting that the informal meeting is to meet with parishioners and to gather and share information.  The Chairman requested that all Councillors attend the session and help to produce displays for the information boards. The Parish Office will organise the 12 display boards with information also being provided by Councillors.  It was agreed that financial matters normally reported at this meeting will be placed in the Annual Report to be produced in the next issue of Broomfield Times.  **ACTION: Communications Meeting to be organised as soon as possible to discuss the Annual Parish Meeting as well as setting up regular meetings for other aspects including website and social media** | |  |
| **c.** | **Broomfield Parish Council communication using Facebook/Twitter**  This had been discussed in the Chairman’s introduction and it was stressed that Facebook remains under the control of the Parish Clerk with Councillors suggesting posts to be placed on to the page, which will be assessed by the Clerk before sharing. | |  |
| **d.** | **Broomfield Times**  The new website address will need to be added to the latest issue and hopefully the new look Broomfield Times will be printed and circulated within the next couple of weeks. | |  |
| **399.** | **Village Feedback i.e. liaison with Schools, Police, Parishioners etc**  The feedback received from the Pensioners’ Lunch will be taken to the next Communications Committee. | |  |
| **410.** | **Property & Planning Matters to include:** | |  |
| **a.** | **To note Minutes *(taken as read)***  Minutes were noted. | |  |
| **b.** | **Community Assets Register – update**  **No work on the applications has taken place yet.** | |  |
| **411.** | **Civic Amenities Matters (including Allotment Site) to include:** | |  |
| **a.** | **To note Minutes *(taken as read)***  It was reported that the requested litter pickers have been ordered. Civic Amenities could discuss encouraging volunteers. It was reported that work to reinstate the grass on Parsonage Green – work is being carried out. | |  |
| **b.** | **To consider refund to Broomfield Football Club regarding under-use of Angel Meadow**  This is ongoing and will be considered at the next Civic Amenities Meeting. | |  |
| **412.** | **Broomfield Village Hall Charity Management Committee to include:** | |  |
| **a.** | **To note Minutes**  It was reported that the Bingo evening was a great success. The next event is the Village Games & Fun Day on 19th July – where volunteers will be required to help. | |  |
| **413.** | **To receive reports from Representatives to outside bodies/charities** | |  |
| **a.** | **Transport Reps Meeting (Cllr Thomson)**  A report had been circulated to all Members and taken as read. | |  |
| **414.** | **Correspondence** | |  |
| **a.** | **To note parking enforcement figures for February 2015**  Noted. | |  |
| **b.** | **Request from St Mary's Church to hold the following events on Church Green : 16.5.15 May Fayre from 11am to 3pm(time would be needed to set up) 28.6.15 Songs of Praise on the Green from 6pm**  It was approved to allow Church Green to be used to host these events.  **ACTION: Clerk to email Church** | |  |
| **c.** | **CONFIDENTIAL: Response from South East Parking Partnership informal parking consultation – recommendation from BPC required**  ***It was resolved that this item was taken in confidence and public and press were excluded.***  Councillor Cockram declared a non-pecuniary interest in this item.  It was recommended that this item be discussed at April’s Planning Committee Meeting when areas affected could be looked at in detail.  **ACTION: Clerk to place item on Planning Agenda** | |  |
| **415.** | **Any other business for discussion purposes only & referral to next agenda** | |  |
| **a.** | **Parish Council Elections – schedule of events**  The Clerk had circulated an information paper for advice to Councillors wishing to stand at the next election. | |  |
| **b.** | **The Inter Community Games – Active Essex**  The Broomfield Village Hall Charity are involved in this initiative as part of the Village Games and Fun Day event. | |  |
|  | There was no further business for discussion and the Chairman closed the meeting at 10.10 p.m. | |  |