

**BROOMFIELD PARISH COUNCIL**

**Minutes of the Broomfield Parish Council's Civic Amenities Committee  
Held in the Council Office at Broomfield Village Hall  
7.30p.m. on Wednesday 9<sup>th</sup> August**

<b>CA17/30.</b>	<b>Members attending</b> <b>Chairman:</b> Councillor Tranquada <b>Vice Chairman:</b> Councillor Garwood <b>Councillors:</b> Howell, Hubble, Steed and Thomson <b>Also Present:</b> Mrs Wendy Martin (Deputy Clerk)  <b>Resolved:</b> Apologies were received from Councillor Charlton
<b>CA17/31.</b>	<b>Declarations of interests</b> There were no declarations of interest.
<b>CA17/32.</b>	<b>To consider recording the meeting</b> <b>Resolved.</b> The Committee did not agree to approve the recording of the Civic Amenities meeting.
<b>CA17/33.</b>	<b>Public Question Time</b> There were no members of the public present.
<b>CA17/34.</b>	<b>To approve the minutes of the Civic Amenities Committee Meeting held 12<sup>th</sup> July 2017.</b> <b>Resolved:</b> The minutes of the Civic Amenities Committee Meeting held on 12 <sup>th</sup> July 2017 are accepted as a true record. Proposed Councillor Hubble seconded and carried unanimously.
<b>CA17/35.</b>	<b>Allotment Site</b>
<b>a.</b>	<b>Review of allotment waiting list</b> The Deputy Clerk informed members that there is currently one existing allotment holder and one person from Chelmsford on the waiting list.
<b>b.</b>	<b>To note the Electrical Inspection to the Barn was carried out on 14<sup>th</sup> July.</b> Although the report was still awaited the Deputy Clerk had spoken to the Electrical Contractors and was informed that no work would be required.
<b>c.</b>	<b>To discuss allotment monitoring carried out Monday 7<sup>th</sup> August</b> Councillors Tranquada and Garwood had carried out allotment monitoring and as a result several letters would be sent to allotment holders regarding the condition of the plots. The Committee were pleased to hear that most plots are in a good condition.

<b>CA17/36.</b>	<b>Angel Meadow</b>
<b>a.</b>	<p><b>To note the delivery of the basketball hoop and back board</b></p> <p>The Chairman informed members that the basketball hoop and back board would be fitted on Friday 12<sup>th</sup> August by the Village Attendant and that he would be assisting.</p>
<b>CA17/37.</b>	<b>Financial Matters</b>
<b>a.</b>	<p><b>To consider any purchases under budget headings</b></p> <p>No purchases were required at the present time.</p>
<b>b.</b>	<p><b>To discuss quotations for wetpour in the play area</b></p> <p>The Deputy Clerk is awaiting a further quotation as only two had been received. The Committee agreed that if the quotation was higher than the ones already received then the Deputy Clerk should accept the quote from Chelmsford City Council.</p> <p>The Chairman instructed the Deputy Clerk to find out the total cost spent over the past five years on wet pour repairs.</p>
<b>c.</b>	<p><b>To note the purchase of bulbs for Church Green, Parsonage Green, Angel Green and Centenary Wood as agreed in the minutes of April Civic Amenities meeting. Minute number 482. a. where a budget of up to £150.00 was minuted.</b></p> <p>The Chairman informed members that volunteers would be required to grow crocuses in pots so that when the ones already planted on Church Green started appearing the potted ones could be added. This process had been carried out on Angel Green this year and had proved very successful. Committee members and the Deputy Clerk volunteered. Councillor Tranquada to purchase the bulbs.</p>
<b>d.</b>	<p><b>To consider works to trees on Church Green as per Annual Tree Inspection</b></p> <p>The Deputy Clerk had received confirmation from Chelmsford City Council granting permission for works to trees on Church Green that are covered by Tree Preservation orders. The works were highlighted in the Annual Tree Inspection. A quotation had been received from the Tree Maintenance Contractor and the Committee instructed the Deputy Clerk to inform them to carry out the work.</p>
<b>CA17/38.</b>	<p><b>To discuss litter around the Church Green bench (close to the Church)</b></p> <p>The Deputy Clerk informed members that the Village Attendant continues to monitor the amount of litter and had found some litter on occasions but the amount was not enough to cause concern. Councillor Garwood reported that he had noticed litter on a few occasions but generally there was none to be seen.</p> <p>The Committee instructed the Deputy Clerk to email the resident on Church Green that had original reported the litter problem and inform her of the ongoing monitoring.</p>

<b>CA17/39.</b>	<b>To receive Health &amp; Safety Inspections</b>
<b>a.</b>	<p><b>To note Health &amp; Safety Inspections – carried out by the Village Attendant</b></p> <p>The Deputy Clerk informed members that the Health and Safety Inspections that were carried out by the Village Attendant were kept in the Parish Office should they wish to inspect them.</p> <p>The latest Street Furniture Inspection has highlighted the need for re-staining the bench outside of the Methodist Church and the possibility of replacing a litter bin.</p>
<b>CA17/40.</b>	<p><b>Centenary Wood – to receive update Councillor Tranquada</b></p> <p>The Chairman informed members that the Wood needed regular maintenance to keep the pathways clear, the bridge was still in place after receiving some damage recently and that the volunteers found a large amount of litter during the last working party.</p>
<b>CA17/41.</b>	<p><b>Parish Paths Partnership (P3) – to receive update Councillor Tranquada</b></p> <p>The Chairman reminded members that the Five Greens Walk would take place on the 10<sup>th</sup> September meeting at Saxon Gate 2.30p.m. The August P3 meeting will walk the footpaths for the Five Greens Walk to make sure that they are passable.</p>
<b>CA17/42.</b>	<p><b>To consider a weekend working party to carry out the painting of the stones around the Village Greens and planting crocuses , date to be arranged</b></p> <p>The Chairman will be placing an article in the next edition of the Broomfield Times asking for Volunteers to assist with painting of the stones on the Village Greens and the planting of the crocuses next spring on Church Green.</p>
	<p>The Chairman wished to bring to the attention of the Committee that while he was washing the outside of the telephone box, he realised that the booth had be used as a toilet. The smell of human excrement was overwhelming and required a thorough wash-out with water followed by plenty of disinfectant and Jeyes Fluid®. The Committee thanked Cllr Tranquada for cleaning-up the mess and agreed that a lock would have to be purchased. The Deputy Clerk will liaise with the Village Attendant.</p> <p>Councillor Hubble will organise a litter pick for Saturday 16<sup>th</sup> September and place an article in the next edition of Broomfield Times asking for volunteers.</p>

*There being no further business the Chairman thanked members for attending and closed the meeting at 9p.m.*