

BROOMFIELD PARISH COUNCIL**Minutes of the Meeting of Broomfield Parish Council
Held on Wednesday 18th March 2020.**

20/1.	<p>Members attending Chairman Cllr Barnes Councillors Howell, Blake</p> <p>This meeting was called after the start of the CoVID-19 social distancing and before the Lockdown. At the time, guidance from the Essex Association of Local Council was that a meeting, once called, could not be cancelled and the correct procedure was for the Clerk to attend with at least one councillor to open the meeting, note the apologies and close the meeting. As the Council was quorate for this meeting, it was agreed to note the financial data, consider the two co-option applications and postpone all other items to a later meeting.</p> <p>Resolved. Apologies were accepted from Cllrs Daden, Faulds, McKie, Mercer, Perry, Steed, Thomson. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
20/2.	<p>There were no declarations of interest made.</p>
20/3.	<p>To consider co-option of Sue Hubble. The co-option was nominated by Cllr Barnes seconded Cllr Howell and carried unanimously.</p>
20/4.	<p>To consider co-option of Wendy McGuinness The co-option was nominated by Cllr Blake seconded Cllr Howell and carried unanimously.</p>
20/5.	<p>To approve the minutes of Broomfield Parish Council's Meeting 18th December 2019. Resolved: The minutes of Full Council Meeting are accepted as a true record. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
20/6.	<p>Public Question Time. There were no members of the public present.</p>
20/7.	<p>Receive reports from City and County Councillors for items not on the agenda. There were no City or County Councillors present.</p>
20/8.	<p>To note financial reports for December 2019. To approve the bank statement and reconciliation for December 2019. To note cashbook, income and expenditure for December 2019.</p> <p>Resolved: The Council approves the financial records for December 2019 noting the reconciliation figure of £194,431.45 Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>

20/9.	<p>To note financial reports for January 2020. To approve the bank statement and reconciliation for January 2020. To note cashbook, income and expenditure for January 2020.</p> <p>Resolved: The Council approves the financial records for January 2020 noting the reconciliation figure of £186,684.67. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
20/10.	<p>To note financial reports for February 2020. To approve the bank statement and reconciliation for February 2020. To note cashbook, income and expenditure for February 2020.</p> <p>Resolved: The Council approves the financial records for February 2020 noting the reconciliation figure of £181,162.61. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
20/11.	<p>To consider amending the frequency of meetings.</p> <p>Motion. The Council will meet monthly on the third Wednesday of the month starting from April 15th</p> <p>An amendment was proposed that the motion will become - The Council will meet monthly on the third Wednesday of the month starting from April 15th for a trial period of six months The amendment was proposed by Cllr Blake seconded Barnes and carried unanimously.</p> <p>Resolved. The Council will meet monthly on the third Wednesday of the month starting from April 15th for a trial period of six months. Proposed Cllr Blake seconded Cllr Howell and carried unanimously.</p>
20/12.	<p>To receive an update on works at the Pavilion Site and to agree attendance and date for a meeting with the developer. To be considered at a later meeting.</p>
20/13.	<p>To consider securing the pavilion site.</p> <p>Motion. The Council approves the expenditure of £500 for the installation of a perimeter fence to mark the boundary and secure the rear and side of the pavilion. The motion will be considered at a later date.</p>
20/14.	<p>To consider part-funding an event to support the Broomfield VE day commemoration.</p> <p>Resolved. The Council will provide up to £500 to fund the hire of a band and to provide food for a barbecue. Subject to the event going ahead. Proposed Cllr Barnes seconded Cllr Howell and carried unanimously.</p>
20/15.	<p>To consider the purchase of a VE day themed planter</p> <p>Motion. The Council will purchase a VE commemorative seat for £500 funded from the street furniture budget. The motion will be considered at a later date.</p>

20/16.	<p>To consider establishing a tree for life scheme. The tree for life scheme will provide one tree for every newborn in the parish. Based on eighty births per year and an average cost of £15 per tree, the scheme will cost £1,200 if all parents take the offer.</p> <p>Motion. The Council approves the allocation of £1000 to support the scheme for year ending March 2021. The motion will be considered at a later date.</p>
20/17.	<p>Caretaker share The Village Hall needs to recruit a relief caretaker, but there is insufficient work to justify the post. If the Council considers appointing a litterpicker, the jobs could be combined to provide one part-time post.</p> <p>Motion. The Council approves the production of a Job Description for a Hall Caretaker and Litter Picker which can be considered when costed. Proposed Cllr Barnes seconded Cllr Howell and carried unanimously.</p>
20/18.	<p>To consider a revised standing orders. Resolved. The Council approves the revised standing orders for adoption as of 1st April. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
20/19.	<p>Village CCTV Chelmsford City Council have offered to provide off-site CCTV surveillance free of charge if the Parish Council provides compatible Hardware. To consider funding and location of a CCTV scheme in the Parish. To be considered at a later meeting.</p>
20/20.	<p>Update on the proposal for refurbishing the Angel Field play area using CIL money. Two companies will produce outlines for consultation, with pre-schoolers, cubs and rainbows. When a specification has been defined, the matter will be considered for submission on Contract Finder.</p>
20/21.	<p>Correspondence A reply from Essex County Council to a request to purchase or lease the land at Broomfield Place was noted.</p> <p>A reply from Chelmer Medical Partnership confirming that they will not be relocating to Broomfield was noted.</p> <p>Correspondence on the Army and Navy Taskforce was noted.</p> <p>An invitation to the unveiling of commemorative plaque at Broomfield Hospital at 10 am on Saturday 9th May was noted.</p> <p>Correspondence concerning traffic in Hollow Lane was noted.</p> <p>A grant of £300 from Broomfield United Charities was noted and the Council extended their thanks on behalf of the seniors who attended.</p>

20/22.	<p>Consultations</p> <p>The Essex-wide bus shelter project was noted</p> <p>A request for nominations for Green Guardians was noted.</p> <p>The Fire and Rescue Integrated Risk Plan was noted.</p> <p>The Essex Coast Recreational disturbance Avoidance and Mitigation Strategy Draft Supplementary Planning Document was noted.</p> <p>The Essex Rural strategy was noted.</p> <p>The Chelmsford Garden Village Community Liaison Group was noted.</p> <p>Publication of Inspector's Final Report into the Chelmsford Local Plan 2013-2036 was noted.</p> <p>Notification under Regulation 25 of the Town and Country Planning (Local Planning) (England) Regulations 2012 was noted.</p> <p>The proposed adoption of Chelmsford Local Plan 2013-2036 at Full Council on 31 March 2020 was noted.</p>
20/23.	<p>To note the response to a request to establish a community special constable</p> <p>Although special constables are still being recruited, there is a moratorium on parish constables while additional volunteers are sought.</p>
20/24.	<p>Play streets</p> <p>To consider developing a proposal to establish play streets in the parish which can be delegated to the Village Amenities Committee for implementation.</p>
20/25.	<p>To receive an update from the Broomfield Place Working Group.</p> <p>To be considered at a later date.</p>
20/26.	To note minutes from the following Committees:
26.1.	Broomfield Place working group. December 2019. Noted.
26.2.	Finance Committee. No meeting.
26.3.	Broomfield Village Hall Committee. November and December Meetings. Noted. To note the specification for car park resurfacing.
26.4.	Village Amenities Committee. No meeting in March. To note the installation of a refuse bin and three notice boards on the Bellway housing estate.
26.5.	Property & Planning Committee. To approve decisions made under delegated powers at inquorate meeting.

26.6.	To consider planning applications		
	Application.	Location	Proposal
	19/01920/FUL	297 Main Road Broomfield	Change of use of existing ground floor from a hairdresser (Class A1) to a residential unit (Class C3). The Parish Council does not want to lose a commercial property and object on the basis of loss of amenity.
	19/01949/FUL	88 Main Road Broomfield	Part single storey, part two storey rear extension. Addition of roof windows. No comment.
	19/05615/CAT	St Marys Church Church Green	T34 - Cedar - front of church yard - reduce over extended laterals up to 3m, (predominantly on the North, West and Eastern sides). Crown lift the branches on the northern side to 2.2m - allow easy access around the tree. No comment.
	19/05621/CAT	18 Church Green	T1 - Yew - crown lift up to 3m. T2 - Conifer - trim back to fence line up to 1m. T3 - Conifer - remove 2 x fallen/bent branches. T4 - Yew - remove 1 x fallen/bent branch. T5 - Prunus - crown reduce by approx 2.5m. T6 - Yew - crown lift overhang of yew from churchyard to 2m above wall. No comment.
	19/02001/FUL	Southview Bungalow Hollow Lane	Side and rear extension, first floor rear extension. Two gabled front dormers to front and roof window, three roof windows to rear. Obscured glazed window to first floor east elevation. Carried forward to later planning meeting
20/27.	To receive reports from Representatives to outside bodies/charities. No reports received		
20/28.	To consider format for the Parish Assembly – pending decision on public gatherings.		
20/29.	Items for next agenda carried forward Security at Pavilion site and future works at Pavilion site VE Day themed planter Upgrade CCTV for the parish. Report from Broomfield Place Working Group		