

BROOMFIELD PARISH COUNCIL

Minutes of the Meeting of Broomfield Parish Council
Held on Wednesday 16th December at 7.30 p.m. via Zoom

20/160.	Members attending Chairman Cllr Barnes Councillors Blake, Bleet (from 20/166), Daden, Faulds, Hubble, Hance, Howell, McKie, Mercer, Need, Steed, Thomson. Also present The Clerk, County Councillor Aldridge (from minute 20/166), City Cllrs Knight & Steel and two members of the public.
20/161.	To receive any Declarations of Interest from Councillors. Cllr Mercer declared a non-pecuniary interest in agenda item 20/188
20/162.	The Council noted that a casual vacancy has been advertised and did not attract a call for poll.
20/163.	To consider an application from Margaret Bleet for co-option to fill the casual vacancy. The Council noted a written CV and received a short presentation on her background in local government, health and wellbeing. Following this introduction, Margaret Bleet was nominated by Cllr Barnes seconded by Cllr Steed and elected unanimously. As the meeting was held remotely, the declaration of acceptance of office was declared and will be signed and returned later. Cllr Bleet joined the Council.
20/164.	To approve the minutes of Broomfield Parish Council's Meeting 18th November 2020. Motion: The minutes of Full Council Meeting are accepted as a true record. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.
20/165.	Public Question Time. On behalf of the Parochial Church Council, Alun Powell spoke in support of an application for funding of a water catchment system in the church yard, pointing out that this is a resource for the whole parish irrespective of their religious beliefs.
20/166.	Receive report from County Councillor for items not on the agenda. The Council were reminded that the County is in CoVID alert tier three. In the run-up to xmas it is essential that everyone takes responsibility for their actions, reducing their socialising where possible. School children who are receiving free school meals will be funded over the holidays. All County Councillors have been given £2,000 to share among those who are distributing food in their constituencies. If Councillors are aware of any qualifying organisations that need support, pass this information to the Clerk.

20/167.	<p>Receive report from City Councillors for items not on the agenda.</p> <p>Following concerns about anti-social behaviour in the Village Hall, Insp Scott Haynes has added Broomfield to the Police patrol routes.</p> <p>A new solar farm is being proposed on the north border of the parish. There is concern that the site is being developed on grade two farming land and better options may be available.</p> <p>Broomfield Hospital is improving their car park.</p> <p>Chelmsford E scooter scheme is going ahead but it is not finally decided where they will be allowed to operate.</p>
20/168.	<p>Correspondence</p> <p>The following correspondence was noted:</p> <p>Census 2021 and parish councils</p> <p>Burst pipe in Little Waltham Road</p> <p>Essex wide bus shelter project</p> <p>Request for surplus gravel</p> <p>Christmas support fund.</p>
20/169.	<p>Consultations</p> <p>None this month.</p>
20/170.	<p>To approve the publication of a job vacancy for the post of Clerk and Responsible Financial Officer with the Essex Association of Local Councils.</p> <p>Resolved. The council will advertise for a Clerk, RFO and Village Hall supervising manager. With the vacancy being published by the Essex Association of Local Councils in the first instance. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
20/171.	<p>To approve the budget for 2021-2022</p> <p>Resolved. The Council approves a balanced budget of £144,091 incorporating a provision to transfer £17,251 to earmarked reserve for the Youth Centre project, Proposed Cllr Barnes seconded Cllr Hubble and carried unanimous.</p>
20/172.	<p>To set the precept for 2021 -2022</p> <p>There has been a small increase in the tax base which, if left, would take the council to a precept of £140,300. To keep the precept below £140,000, it is recommended that the Band D equivalent is lowered to by 27p to £55.10. Based on the budget approved in 20/171.</p> <p>Resolved. The Council will make a precept demand of £139,500 based on a band D equivalent of £55.10 levied on a tax base of 2530.8. Proposed Cllr Barnes seconded Cllr Steed and carried unanimously.</p>
20/173.	<p>To consider the internal audit report for year ending 2019 -2020 and recommend any corrective actions to be taken.</p> <p>Resolved. The Council notes the internal audit report. Proposed Cllr Barnes seconded Cllr McKie and carried unanimously.</p>

20/174.	<p>To approve the annual return for publication.</p> <p>Resolved. The council approves-</p> <ul style="list-style-type: none"> a) The governance statement and b) The financial return <p>For publication.</p> <p>Proposed Cllr Barnes seconded Cllr Hubble and carried unanimously.</p>
20/175.	<p>The Council noted the certificate of completion for audit year 2018- 2019 (The 2019-20 internal audit noticed that this was not presented in the previous year)</p>
20/176.	<p>To receive a Presentation on the Draft Neighbourhood Plan: Progress, Outline and Arrangements for Completion.</p> <p>The Council received a detailed briefing on the Neighbourhood plan giving the background, current state and future plans. The accompanying presentation is attached to the minutes.</p>
20/177.	<p>To receive an update on the Youth Centre project.</p> <p>The proposal was placed on contract finder and six companies expressed their interest. Only one had a specific proposal which met the requirements of specification. Following a review meeting, it was agreed that Wernick would be invited to produce a firm proposal for installation on the David Smith field.</p>
20/178.	<p>To receive the Note of a recent meeting with the CCG.</p> <p>To prepare an Assessment of the Scope for more efficient use of the area around the Village Hall. The Council noted a report noting the purpose of the assessment is to determine if, how and how much space could be made available to accommodate a GP surgery if required (whilst still making provision for its other services).</p> <p>Cllr Daden reminded the Council that current preferred option was a facility on the Bloor development, so it was suggested that this could be located on Broomfield Place as part of a wider development rather than occupying land at the Village Hall. Cllr Blake advised the Council that County Council had no plans to use Broomfield Place for this purpose.</p> <p>The Council were advised that the Community Group may have access to financial backers to purchase the land so the development could go ahead independently.</p>
20/179.	<p>To receive an update on the Pavilion access claim.</p> <p>The Council's insurer has instructed a barrister who will report on the implications if legal action is taken to enforce alterations to the Pavilion deeds of ownership.</p>
20/180.	<p>To note financial reports for May 2020.</p> <p>To approve the bank statement and reconciliation for May 2020.</p> <p>To note cashbook, income and expenditure for May 2020.</p> <p>The Council approves the financial records for May 2020 noting the reconciliation figure of £326,838.37</p>

20/181.	<p>To note financial reports for June 2020.</p> <p>To approve the bank statement and reconciliation for April 2019.</p> <p>To note cashbook, income and expenditure for April 2020.</p> <p>The Council approves the financial records for April 2020 noting the reconciliation figure of £300,623.99</p>
20/182.	<p>To note financial reports for July 2020.</p> <p>To approve the bank statement and reconciliation for April 2019.</p> <p>To note cashbook, income and expenditure for April 2020.</p> <p>The Council approves the financial records for April 2020 noting the reconciliation figure of £293,295.35</p>
20/183.	<p>To note financial reports for August 2020.</p> <p>To approve the bank statement and reconciliation for April 2019.</p> <p>To note cashbook, income and expenditure for April 2020.</p> <p>The Council approves the financial records for April 2020 noting the reconciliation figure of £281,509.11</p>
20/184.	<p>To note financial reports for September 2020.</p> <p>To approve the bank statement and reconciliation for</p> <p>To note cashbook, income and expenditure for April 2020.</p> <p>The Council approves the financial records for September 2020 noting the reconciliation figure of £267,449.28</p>
20/185.	<p>To note financial reports for October 2020.</p> <p>To approve the bank statement and reconciliation for October 2020.</p> <p>To note cashbook, income and expenditure for October 2020.</p> <p>The Council approves the financial records for October 2020 noting the reconciliation figure of £212,263.66</p>
20/186.	<p>To note financial reports for November 2020.</p> <p>To approve the bank statement and reconciliation for November 2020.</p> <p>To note cashbook, income and expenditure for November 2020.</p> <p>The Council approves the financial records for November 2020 noting the reconciliation figure of £229,709.47</p>
20/187.	<p>Resolved. The council approves the financial reports and notes the reconciliation figures for month-ends May to November 2020. Proposed Cllr Barned seconded Cllr Mercer and carried unanimously.</p>
20/188.	<p>To consider inviting the Parish Church to submit a grant application.</p> <p>The Clerk reminded the council that the National Association of Local Councils advises that a parish may not contribute to the established church. In their guidance (see LTN01/18) the conclusion is that there is no legal power to give money and the Council could be open to challenge if a resident disputed the award. If the council is willing to take the risk of legal challenge then the money could be granted provided the Council was satisfied that the benefit outweighed the risk.</p> <p>It was noted that the Parish Council had awarded money in the past, and other Councils do still make awards. The Clerk advised that a resident could make a complaint to the External</p>

	<p>Auditor, but the final decision would be a matter for the courts to decide in the unlikely event of a challenge</p> <p>Motion. The Council is unable to accept grant requests from the Parish Church. Proposed Cllr Barnes seconded Steed three in favour three abstentions the motion it lost</p> <p>With the principle agreed, the application would be passed to Finance Committee for consideration.</p>
20/189.	<p>To consider a request to co-fund a Christmas tree at Madeleyne Court.</p> <p>The proposal was to joint-fund a Christmas tree with the Parish providing the tree and Madeleyne Court providing a source of power for the lighting. It was too late to provide a tree this year, but a long term solution would be to plant a suitable tree for future years.</p>
20/190.	The minutes from the following Committees were noted
190.1.	Finance Committee. December meeting.
190.2.	Broomfield Village Hall Committee. December Meeting
190.3.	Village Amenities Committee December meeting.
190.4.	<p>Property & Planning Committee.</p> <p>There were no decisions made under delegated powers.</p> <p>The minutes of the NP working group were noted</p> <p>The revised timetable for the NP submission was noted at minute 20/176</p>
20/191.	<p>Planning enforcement</p> <p>There were no reports from the Planning Enforcement Team</p>
20/192.	There were no receive reports from Representatives to outside bodies/charities.
20/193.	<p>Items for next agenda</p> <p>To consider improvements to Church Green.</p> <p>Next meeting January 20th 2021.</p> <p>Meeting closed at 9.42 pm</p>