

**BROOMFIELD PARISH COUNCIL**

**Minutes of a Meeting of Broomfield Parish Council  
Held in the Village Hall on Wednesday 23<sup>rd</sup> June 2021 at 7.30 p.m.**

<b>21/118</b>	<p><b>Members attending</b> Chairman Margaret Bleet. Councillors Blake, Daden, Thomson, Mercer, Faulds, Need, Steed. Also present, County Councillor Mike Steel. <b>Resolved</b> Apologies were accepted from Councillors Barnes, Hance, Howell Hubble and Scott. Proposed Cllr Mercer, seconded Cllr Faulds and agreed unanimously.</p>
<b>21/119</b>	<p><b>Declarations of Members Interests</b> No declarations of interests were received.</p>
<b>21/120</b>	<p><b>To approve the minutes of the Council meeting held on 5<sup>th</sup> May 2021</b> <b>Resolved</b> The minutes of the Council meeting held on 5<sup>th</sup> May are accepted as a true record. Proposed Cllr Need and seconded by Cllr Daden. One abstention, with all other members in favour.</p>
<b>21/121</b>	<p><b>Members of the Public question time.</b> No members of the public were in attendance.</p>
<b>21/122</b>	<p><b>Receive report from County Councillor for items not on agenda.</b> Councillor Steel stated he had only recently taken up his role and was involved in the following committee areas – Highways, Health and Well-being, Clinical Commissioning Group, Local Highways Panel and Chelmsford Active Travel – of which he is the Chairman. Councillor Steel confirmed that he was only able to escalate pothole issues where there was danger involved. School busses -there had been an appeal against the tender process and this was being re-run. Based upon entitled children. If taxis are more economic, buses may disappear. No contracts have yet been awarded. The planning application for Blasford Hill, Little Waltham had gone to committee and was eventually approved.</p>
<b>21/123</b>	<p><b>Receive report from City Councillor for items not on agenda.</b> Councillor Daden provided some statistics on Covid cases and deaths locally and emphasised that the situation locally was much better than might be thought from the Essex County Council website, where the low level of fatalities was not made clear. There were currently no Covid cases at Broomfield Hospital. A Science Festival would be coming in September. An update on the trial of E-scooters was provided. The trial would continue until the end of November.</p>
<b>21/124</b>	<p><b>To note financial reports for April 2021.</b> To approve the bank statement and reconciliation for April 2021 To note the payments list and income and expenditure report for April 2021  <b>Resolved</b> The Council approves the financial statements for April 2021 and notes the reconciliation figure of £258,853.29. Proposed Cllr Need and seconded Cllr Daden. Agreed unanimously.</p>

	<p><b>To note financial reports for May 2021.</b></p> <p>To approve the bank statement and reconciliation for May 2021</p> <p>To note the payments list and income and expenditure report for May 2021</p> <p><b>Resolved</b> The Council approves the financial statements for May 2021 and notes the reconciliation figure of £206,961.91 Proposed Cllr Steed and seconded Cllr Daden. Agreed unanimously.</p>
<b>21/125</b>	<p><b>To nominate representatives to outside organisations</b></p> <p>The following nominations were confirmed –</p> <p>Woollards – Councillor Faulds</p> <p>Passenger Transport Liaison – Councillor Thomson</p> <p>Emergency Planning - Councillor Hubble</p> <p>Broomfield Hospital Liaison – Councillors Daden, Mercer and Blake</p> <p>Football Sports Clubs – Councillor Daden</p> <p>Elderly Care Homes – Councillor Hubble</p> <p>The Clerk agreed to circulate a document detailing other responsibilities.</p>
<b>21/126</b>	<p><b>Consultations</b></p> <p>Chelmsford City Council – Extension of Public Spaces Protection Order</p> <p><b>Resolved</b> The Clerk would send a letter on behalf of the Council approving of the proposal.</p>
<b>21/127</b>	<p><b>To review the Council’s Risk Assessment document</b></p> <p><b>Resolved</b> The Council approves of the Risk Assessment document. Proposed Cllr Faulds and seconded Cllr Blake. One abstention with all other members in agreement.</p>
<b>21/128</b>	<p><b>To review the Council’s internal control strategy document</b></p> <p><b>Resolved</b> The Council approves of the Internal Control Strategy document with a caveat regarding banking arrangements. Proposed Cllr Mercer and seconded by Cllr Blake. One abstention with all other members in agreement.</p>
<b>21/129</b>	<p><b>To approve the annual return for publication.</b></p> <p>To approve</p> <p>a) The Annual Governance Statement 2020/21 and</p> <p>b) The Accounting Statement 2020/21</p> <p>For publication.</p> <p><b>Resolved</b> a) The Council approves the Annual Governance Statement 2020/21 Proposed Cllr Daden and seconded by Cllr Need. Agreed unanimously.</p> <p><b>Resolved</b> b) The Council approves the Annual Accounting Statement 2020/21 Proposed by Cllr Daden and seconded by Cllr Blake. Agreed unanimously.</p>
<b>21/130</b>	<p><b>To consider the internal auditors report for the year 2020/21 and recommend any measures for implementation.</b></p> <p><b>Resolved</b> The Council approves the internal audit report for 2020/21. Proposed by Cllr Need and seconded by Cllr Daden. Agreed unanimously.</p>
<b>21/131</b>	<p><b>To note the Conclusion of Audit received from the external auditor for the year 2019/20</b></p> <p><b>Resolved</b> The Council notes the Conclusion of audit for the year 2019/20. Proposed by Cllr Need and seconded by Cllr Faulds. Agreed unanimously.</p>
<b>21/132</b>	<p><b>To ratify the decision of the Finance Committee made on 2<sup>nd</sup> June 2021 to delete Financial Regulation 6.22 that refers to maintaining a cash float</b></p> <p><b>Resolved</b> The Council ratifies the decision to delete Financial Regulation 6.22 Proposed by Cllr Thomson and seconded by Cllr Faulds. Agreed unanimously.</p>

<b>21/133</b>	<p><b>To ratify the decision of the Finance Committee made on 2<sup>nd</sup> June 2021 to amend Financial Regulation 4.1 to allow expenditure on the Clerk's authority of up to £500</b></p> <p><b>Resolved</b> The Council ratifies the decision to amend Financial Regulation 4.1 proposed by Cllr Steed and seconded by Cllr Mercer. Agreed unanimously.</p>
<b>21/134</b>	<p><b>To ratify the decision of the Finance Committee made on 2<sup>nd</sup> June regarding £1279.41 of unclaimed VAT from the year 2017/18.</b></p> <p><b>Resolved</b> The Council ratifies the decision of the Finance Committee not to pursue the claim of £1279.41 outstanding VAT from 2017/18. Proposed by Cllr Blake and seconded by Cllr Steed. Agreed unanimously.</p>
<b>21/135</b>	<p><b>To re-visit agenda item 19/255 – the use CC or BCC for Parish Council emails.</b></p> <p><b>Resolved</b> The Council approves the use of CC rather than BCC for Parish Council emails. Proposed by Cllr Daden and seconded by Cllr Faulds. Agreed unanimously.</p>
<b>21/136</b>	<p><b>The Chairman has been making enquiries regarding legal representation for a current matter.</b></p> <p><b>Resolved</b> The Council agrees to engage Roger Brooker and Co. as its solicitor to act in regards the legal matters relating to on-going mediation process. Proposed by Cllr Need and seconded by Cllr Faulds. Agreed unanimously.</p>
<b>21/137</b>	<p><b>To adopt the General Power of Competence</b></p> <p><b>Resolved</b> The Council agrees to adopt the General Power of Competence Proposed by Cllr Need and seconded by Cllr Faulds. Agreed unanimously.</p>
<b>21/138</b>	<p><b>To receive a further update on the Neighbourhood Plan</b></p> <p>The following motion was propose by Cllr Mercer and seconded by Cllr Faulds To enable the Council Meeting to continue beyond 9.30 p.m. Standing Order 3 x) would be suspended for the rest of the meeting. Proposed by Cllr Mercer and seconded by Cllr Faulds. Agreed unanimously.</p> <p>Councillor Blake provided members with an update on the progress of the Neighbourhood Plan and an opportunity for any questions was provided.</p>
<b>21/139</b>	<b>To note minutes from the following Committees:</b>
<b>21/139.1</b>	Finance Committee. 2nd June - The minutes were noted.
<b>21/139.2</b>	Broomfield Village Hall Committee. April – Annual Report. The report was noted.
<b>21/139.3</b>	Village Amenities Committee 26 <sup>th</sup> May. The minutes were noted.
<b>21/139.4</b>	Property & Planning Committee. Meetings re-commence on 7 <sup>th</sup> July – This was noted.
<b>21/139.5</b>	Communications Committee. 16 <sup>th</sup> June – an update was provided by the Chairman.
<b>21/140</b>	<p>Items for the next meeting</p> <p>The 70<sup>th</sup> anniversary of the Queen's Jubilee next year.</p> <p>Parish Plan – pre-consultation document</p> <p>Website contractor for a new website</p> <p>IT support for the Council</p> <p>Change of banking arrangements</p> <p>Neighbourhood Plan update.</p> <p><b>The meeting closed at 9.40 p.m.</b></p>