

BROOMFIELD PARISH COUNCIL

**Minutes of a Meeting of Broomfield Parish Council
Held on Wednesday 5th May at 7.30 p.m. via Zoom**

21/93	Election of Chairman. Councillor Bleet was proposed by Cllr Barnes and seconded Cllr Need. Elected unanimously.
21/94	To receive Chairman's Declaration of Acceptance of Office. Councillor Bleet made a declaration of acceptance as the Chairman of Broomfield Parish Council.
21/95	Appointment of Vice-Chairman. Cllr Mercer was proposed by Cllr Barnes and seconded by Cllr Faulds. Elected unanimously.
21/96	Members attending An apology was received from Cllr Mercer. One member of the public was in attendance.
21/97	To receive any Declarations of Interest from Councillors. None received.
21/98	To approve the minutes of Broomfield Parish Council's Meeting held on 22nd April 2021. Motion. The minutes of the full Council Meeting held on 22 nd April 2021 are accepted as a true record. Proposed by Cllr Blake and seconded by Cllr Steed. Approved unanimously.
21/99	Public Question Time. No questions were asked by members of the public in attendance.
21/100	Receive report from County Councillor for items not on the agenda No representative was in attendance.
21/101	Receive report from City Councillors for items not on the agenda. The application for a Lidl store on the N. Chelmer Way has been refused.
21/102	Correspondence The request for a dog bin would be referred to the Village Amenities Committee. Open Spaces Grant a Green Campaign – The Clerk will check that the five Village Green areas are registered. The matter would be passed to the Neighbourhood Plan Group to progress.
21/103	To note the financial reports for March 2021. To approve the bank statement and reconciliation for March 2021. To note cashbook, income and expenditure for March 2021. Resolved. The Council approves the financial records for March 2021 noting the reconciliation sum of £190,353.68 Proposed Cllr Barnes seconded Cllr Faulds and carried unanimously
21/104	To review the Register of Member's Interests. The Clerk stated that a Member's Interest form had been received by Chelmsford City Council for the following: Councillors Barnes, Blake, Daden, Howell, Mercer and Thomson. Councillor Scott had recently submitted her form. All other Councillors were asked to submit a form as soon as possible.

21/105	<p>To agree the terms of reference for Council Committees.</p> <p>Resolved a. The Council approves the terms of reference common to all committees as published with an amendment. Paragraph 1.10 will be amended to clarify that ‘meetings will usually be held in the Village Hall complex on a Wednesday’. Full Council will meet on a monthly basis.</p> <p>b. The Council approves the terms of reference for the Planning and Local Development Committee as published with an amendment The Committee shall consist of up to six members...</p> <p>c. The Council approves the terms of reference for the Environmental and Open Spaces Committee as published. This title of this committee is the Village Amenities Committee. The Committee will consist of up to seven members.</p> <p>d. The Council approves the terms of reference for the Village Hall Committee as published.</p> <p>e. The Council approves the terms of reference for the Finance Committee with an amendment. The Committee would be made up of six members, three of whom would be the Chairs of the Planning, Village Hall and Village Amenities Committees.</p> <p>f. The Personnel Committee would be abolished and its functions included within the remit of the Finance Committee.</p> <p>g. The Council approves the terms of reference for the Complaints, Grievance and Appeals Panel as published.</p> <p>Proposed by Cllr Bleet and seconded by Cllr Hubble. Approved unanimously.</p>
21/106	<p>To appoint members to each Committee and elect a Chairman and Vice Chairman for each Committee.</p> <p>Membership of the Planning and Local Development Committee would be Cllr Blake (Chair) Cllr Need (Vice Chair) Cllr Barnes Cllr Thompson Cllr Mercer Proposed by Cllr Blake and seconded by Cllr Need. Approved unanimously</p> <p>Membership of the Amenities Committee would be Cllr Hubble (Chair) Cllr Hance (Vice Chair) Cllr Faulds Cllr Thompson Cllr Steed Cllr Howell Cllr Scott Proposed by Cllr Faulds and seconded by Cllr Steed. Approved unanimously.</p> <p>Membership of the Finance and General Purposes Committee would be Cllr Barnes (Chair) Cllr Blake Cllr Faulds Cllr Hubble Cllr Bleet (Chairman of the Council)</p>

	<p>Cllr Mercer (Vice Chairman of the Council) Proposed by Cllr Bleet and seconded by Cllr Steed. Approved unanimously.</p> <p>Resolved The Personnel Committee would be abolished and its functions would be taken over by the Finance Committee. Proposed by Cllr Bleet and seconded by Cllr Barnes, carried unanimously.</p>
21/107	<p>To agree standing orders for the year 2021-2022 Resolved. The Council approves the standing orders for the year 2021-2022 as published. Proposed by Cllr Bleet and seconded by Cllr Need. Approved unanimously.</p>
21/108	<p>To agree financial regulations for the year 2021-2022 Resolved. The Council approves the financial regulations for the year 2021-2022 as published. Proposed by Cllr Bleet and seconded by Cllr Hubble. Approved unanimously</p>
21/109	<p>To review the Council's Complaints Procedure Resolved. The Finance Committee would review the current procedure and publish a new version. Proposed by Cllr Bleet and seconded by Cllr Faulds. Approved unanimously.</p>
21/110	<p>Appointment of Clerk to administer dispensations in 2021-2022 Resolved The Council approves the Clerk to administer dispensations for the year 2021-2022. Proposed by Cllr Bleet, seconded by Cllr Blake. Approved unanimously.</p>
21/111	<p>To review the inventory of land and other assets. Resolved. The Council approves of the inventory of land And other assets as published. Proposed by Cllr Bleet and seconded by Cllr Faulds. Approved unanimously. The Clerk would check the insurance cover on the Barn and arrange for this to be amended if insufficient.</p>
21/112	<p>Neighbourhood Plan No questions were received.</p>
21/113	<p>To agree an allocation of a budget for remedial work necessary for Facebook and Instagram accounts. Resolved. The Council approves the allocation of up to £500 for the work necessary to provide for fully functional Facebook and Instagram Accounts. Proposed by Cllr Blake and seconded by Cllr Hance. Approved with ten in favour and one abstention. It was further agreed that the Communications Committee would have the following members – Cllrs Bleet (Chair), Hance, Barnes, Blake, Need and Scott.</p>
21/114	<p>Items for next agenda The next Full Council Meeting would take place on 23rd June. Representations to outside bodies would be considered.</p> <p style="text-align: center;">The meeting closed at 9.00 p.m.</p>