

**BROOMFIELD PARISH COUNCIL**

**Minutes of a Meeting of Broomfield Parish Council  
Held in the Village Hall on Wednesday 18<sup>th</sup> August 2021 at 7.30 p.m.**

<b>21/166</b>	<b>Members attending</b> Chairman Margaret Bleet. Councillors Thomson, Mercer, Need, Howell, Hance, Hubble, Faulds, Barnes and Blake <sup>#</sup> . Also present, Clerk Mark Hembury <b>Resolved</b> Apologies were accepted from Councillors Steed, Scott and Daden Proposed Cllr Bleet, seconded Cllr Need and agreed unanimously.
<b>21/167</b>	<b>Declarations of Members Interests</b> No declarations of interests were received.
<b>21/168</b>	<b>To approve the minutes of the Council meeting held on 21<sup>st</sup> July 2021</b> <b>Resolved</b> The minutes of the Council meeting held on 21st July are accepted as a true record. Proposed Cllr Mercer and seconded by Cllr Hance. Two abstentions, with all other members in favour.
<b>21/169</b>	<b>Public Question Time.</b> There were no members of the public in attendance.
<b>21/170</b>	<b>Receive report from County Councillor for items not on the agenda.</b> No representative present.
<b>21/171</b>	<b>Receive report from City Councillor for items not on agenda.</b> No representative present.
<b>21/172</b>	<b>Correspondence</b> None
<b>21/173</b>	<b>Consultations</b> None
<b>21/174</b>	<b>To note financial reports for June 2021.</b> <b>Resolved</b> The Council approves the financial statements for July 2021 and notes the reconciliation figure of £179,494.81 Proposed Cllr Barnes and seconded Cllr Need. Agreed unanimously.
<b>21/175</b>  <b>21/175.1</b> <b>21/175.2</b>	<b>To note the correspondence received from the external auditor, PKF Littlejohn, in accordance with Financial Regulation 2.10</b> <b>Resolved</b> The Council notes the following reports under 175.1 and 175.2 from the external auditor regarding the 2019/20 AGAR. Proposed by Cllr Hubble and seconded by Cllr Barnes. One extension, with all other members in favour. External Auditor Report and Certificate Appendix A – explanation of additional charges
<b>21/176</b>	<b>To consider a grant application received from Essex Dementia Care</b> <b>Resolved</b> The Council approves an amended resolution to award a grant of £1100 to the Village Hall Charity to purchase specialist chairs as requested by Essex Dementia Care. Proposed Cllr Faulds and seconded by Cllr Mercer. Approved unanimously.

21/177	<p><b>To capitalise on the interest expressed in the build up to the cancelled Fun Day, consideration is to be given to running a series of Artisan Craft Fayres based upon the Parish Council Field.</b></p> <p><b>Resolved.</b> The Council approves the organisation of a series of Artisan Craft Fayre days to be held on the Angel Meadow and or in the Village Hall. Proposed by Cllr Blake and seconded by Cllr Faulds. Approved unanimously.</p>
21/178	<p><b>Currently a number of community events held within the village hall such as a coffee morning and Stay and Play are organised and funded by the Village Hall Charity. Consideration is to be given as to whether the Parish Council should fund these events directly.</b></p> <p><b>Resolved</b> The Council approves the direct funding of events for the benefit of the community held in the village hall. Proposed by Cllr Faulds and seconded by Cllr Hubble. There was one abstention, all others in favour.</p>
21/179	<p><b>To consider a Project Management checklist for expenditure in excess of £5000 which not only ensures value for money for Parish Council expenditure but also supports the achievement of the strategic objectives of reducing climate change and promoting health and well-being.</b></p> <p><b>Resolved</b> This item will be deferred to the next Council meeting.</p>
21/180	<p><b>To ensure the views of the younger residents of Broomfield are heard, consideration is to be given to setting up of a Youth Council and a Youth Champion.</b></p> <p><b>Resolved</b> The Council approves the setting up of a Youth Council and a Youth Champion. Proposed by Cllr Blake and seconded by Cllr Faulds. One abstention, all others in favour.</p>
21/181	<p><b>Standing Orders makes no reference to the establishment of working groups. To allow for a clear and effective framework for working groups to be set up, Standing Orders needs to be amended.</b></p> <p><b>Resolved</b> The Council approves the amendment of Standing Orders to include the provisions of the Working Party Terms of Reference document. Proposed by Cllr Bleet and seconded by Cllr Barnes. Agreed unanimously.</p>
21/182	<p><b>To receive an update on the Neighbourhood Plan.</b></p> <p>Cllr Blake provided members with an update on the Plan, specifically referring to the Climate Change section and asked for a motion to be included at the next meeting to elect a renewable energy champion.</p> <p>Cllr Blake also asked members for any feedback on the Design Guide section of the Plan.</p>
21/183	<p><b>To support the improvement of biodiversity, consideration is to be given to the sowing of wild flowers on the margins of the David Smith field and Angel Meadow as well as other suitable areas.</b></p> <p><b>Resolved</b> The Council approves the spending of up to £175 to purchase wilds flower seed for sowing as described. Proposed by Cllr Bleet and seconded by Cllr Hubble. Agreed unanimously.</p>
21/184	<p><b>To allow for the planning of the Queen's Platinum Jubilee celebrations, consideration is to be given to setting up a working group to plan the events to be held within the parish.</b></p> <p><b>Resolved</b> The Council approves of setting up a Working Group to plan celebrations to mark the Queen's Platinum Jubilee. Proposed by Cllr Bleet and seconded by Cllr Hance. Agreed unanimously.</p> <p>The following members were selected as members of the Working Group – Cllr Hance (Chairman), Cllr Howell (Vice-Chairman) and Cllr Bleet.</p>
21/185	<p><b>To note minutes from the following Committees:</b></p>

<b>21/185.1</b>	Finance Committee of 14 <sup>th</sup> July – previously noted.
<b>21/185.2</b>	Broomfield Village Hall 12 <sup>th</sup> July – these were noted.
<b>21/185.3</b>	Village Amenities Committee 28 <sup>th</sup> July – these were noted.
<b>21/185.4</b>	Property and Planning Committee. 7 <sup>th</sup> July and 4 <sup>th</sup> August - The minutes were noted.
<b>21/185.5</b>	Communications Committee. 5 <sup>th</sup> August – The minutes were not yet available for inspection.
<b>21/186</b>	The two agenda items listed under 21/186.1 (Village Hall Information Proposal) and 21/186.2 (Personnel Matters regarding Village Hall staff) would be deferred to a meeting of Broomfield Parish Council meeting as the sole trustee of the Village Hall Charity.
<b>21/187</b>	<p>Items for the next meeting</p> <p>Proposals for meeting documentation</p> <p>Proposal from ECC for Highways Devolution</p> <p>School Lane issues of speeding</p> <p>Motion to appoint Cllr Hance as the Youth Champion</p> <p>Motion to appoint Cllr Need as the Renewable Energy Champion.</p> <p><b>The meeting closed at 9.25 p.m.</b></p>