

**BROOMFIELD PARISH COUNCIL**

**Minutes of a Meeting of Broomfield Parish Council  
Held on Wednesday 20<sup>th</sup> January at 7.30 p.m. via Zoom**

21/1.	<p><b>Members attending</b> Chairman Cllr Barnes Councillors Blake, Bleet, Daden, Faulds, Hubble, Hance, McKie (from 21/12) Mercer, Need, Steed, Thomson.</p> <p>Also present The Clerk, County Councillor Aldridge (from minute 21/4), City Cllr Knight, City Cllr Steel (from 21/12) I and two members of the public.</p> <p><b>Resolved.</b> Apologies for absence Cllr Howell. Proposed Cllr Steed and carried unanimously.</p>
21/2.	<p><b>To receive any Declarations of Interest from Councillors.</b> Cllr Daden declared a pecuniary interest in 21/17.</p>
21/3.	<p><b>To approve the minutes of Broomfield Parish Council's Meeting 16<sup>th</sup> December 2020.</b> <b>Resolved:</b> The minutes of Full Council Meeting are accepted as a true record. Proposed Cllr Barnes seconded Cllr Mercer and carried unanimously.</p> <p><b>Before continuing the meeting, the Chairman had two announcements.</b></p> <p>As the publication of the Clerk's job was delayed by the Essex Association, the closing date was extended to 1<sup>st</sup> February. The Clerk advised that there has been one serious expression of interest which may become an application.</p> <p>As a result of the recent heavy rain, the play park has been closed because it has become waterlogged and the tiles are lifting. It is unsafe to use and the play area will remain closed until the refurbishment is complete.</p>
21/4.	<p><b>Public Question Time.</b> Following the Broomfield Place Working Group's presentation they have set-up an independent community association to work with Essex County Council on developing the site. To support their work, they will be making a request to be granted the money that was originally allocated to the working group. Their requirement is for funding to communicate and consult on the development of a community hub. This research will be used to develop a working relationship with Essex County Council and inform their thinking on the current proposals for Broomfield Place.</p>
21/5.	<p><b>Receive report from County Councillor for items not on the agenda</b> Vaccine distribution in this area is behind other parts of the county and efforts are being made to ensure that treatment catches-up.</p>

	<p>Every County Council Member has been allocated £2,000 to support families who lack basic necessities. Recipients of free school meals are being allocated £15 per week in lieu of lunches when away from school.</p> <p>Hollow lane road closure decision will be made soon.</p> <p>County Council has accumulated and distributed 5000 laptops to support remote learning for children at local schools.</p> <p>Flooding problems should be reported through the online tool. If this fails to achieve the desired result, deeper problems can be reported to Cllr Aldridge.</p> <p>The Parish Council was advised to study the governance review as alterations to parish boundaries will affect the NP and CIL income. Cllr Blake responded by confirming that the matter is being considered by the planning committee and there is an open request to discuss the matter with neighbouring councils.</p>
<b>21/6.</b>	<p><b>Receive report from City Councillors for items not on the agenda.</b></p> <p>It has been confirmed that Bloor homes applied to increase the number of new homes in the parish. Residents are urged to make their views known.</p> <p>Chelmsford City Council offices are closed with staff working from home so work continues. Outside staff are working as normal but short-handed. Parking enforcement is being pursued vigorously.</p> <p>The City Council has financial difficulties, and difficult decisions will have to be made before their budget is set. Funding for cycleway is on hold, as is funding for the new railway station.</p>
<b>21/7.</b>	<p><b>Correspondence</b></p> <p>Invoice from Anderson for Cycleway.</p> <p>The council noted the invoice. It remains dependent on production of the cost breakdown as previously agreed.</p> <p>Correspondence on access to Angel Pavilion.</p> <p>The correspondence was noted and remains in the hands of the council's solicitor.</p> <p>Complaint about Angel Pavilion.</p> <p>The Clerk reported that the police had attended and given advice to the premises owner.</p>
<b>21/8.</b>	<p><b>Consultations</b></p> <p><b>Essex wide bus shelter project.</b></p> <p>Councillors were concerned about the design of new shelters, illuminated advertising would be inappropriate for rural areas. Cllr Aldridge thought that the standard shelter design of shelter would be suitable for most sites. The matter will be referred to the Village Amenities Committee who will also make enquiries about the consequences for the proposed new bus shelter at Felsted Field.</p>

21/9.	<p><b>To note financial reports for December 2020.</b>  <b>To approve the bank statement and reconciliation for December 2020.</b>  <b>To note cashbook, income and expenditure for December 2020.</b></p> <p><b>Resolved.</b> The Council approves the financial records for December 2020 noting the reconciliation figure of £219,762.76. Proposed Cllr Barnes seconded Cllr Mercer and carried unanimously.</p>
21/10.	<p><b>To consider a budget virement of £4000 to Neighbourhood planning budget heading 300/4700.</b></p> <p>The requirement for a one-off addition to the Neighbourhood plan and local plan fund was noted and agreed.</p> <p><b>Resolved.</b> The council approves the transfer of £4,000 to NP budget from general reserve without provision for replacement. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
21/11.	<p><b>To consider an amendment to the 2021 -2022 budget increasing Neighbourhood planning budget heading 300/4700 by £2,000.</b></p> <p><b>Resolved.</b> The council approves the transfer of £2,000 to NP budget from general reserve without provision for replacement. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.</p>
21/12.	<p><b>Neighbourhood Plan.</b></p> <p>The Council received a short report on the timescale and events needed to take the Neighbourhood Plan. Consideration was given to the allocation of CIL funding and the mechanism for making sure it is being spent appropriately. The Council noted the first draft of neighbourhood plan chapter 14 – traffic management. Feedback from residents made it clear that their main complaint about the parish was traffic. The neighbourhood plan is being written to address this problem. Cycleways and alternative means of transport are addressed. The policies and community actions in the neighbourhood plan will be used to structure future development. It was noted that the plan was written from the car's point of view and a change of emphasis would put other means of getting around at the centre of the plan. Sharing these plans with neighbouring parishes would help spread best practice.</p> <p><b>The Neighbourhood Plan Working Group were thanked for their work, enthusiasm and dedication.</b></p>
21/13.	<p><b>Update on Youth Centre.</b></p> <p>It was reported that the favoured contractor would be providing prices for the planning application and for location to two sites on the David Smith Field. The latest proposals are now available and the Council will call a specific meeting before the February meeting to meet with the preferred contractor and review the plans in full.</p>
21/14.	<p><b>Update on potential surgery.</b></p> <p>No developments to report.</p>

<b>21/15.</b>	<p><b>To consider making an application to licence the existing bus shelters.</b></p> <p>The Clerk advised that the first stage was to complete the form and declare the parish-owned bus stops that were previously unlicensed. It was agreed that the form would be completed by the Clerk.</p>
<b>21/16.</b>	<p><b>To consider a grant application from the Village Hall.</b></p> <p><b>Resolved.</b> The council awards a grant of £2,500 to fund improved security on the David Smith field and Car Park. Proposed Barnes seconded Cllr Hance and carried with one abstention.</p>
<b>21/17.</b>	<p><b>To consider a grant application from Broomfield Community Association.</b></p> <p>Cllr Daden reminded the Council of the benefits outlined in the Bridges Prospectus. Anglia Ruskin University are still keen to support the consultation work for which the funding is required.</p> <p>Cllr Daden left the meeting.</p> <p>Before allocating money, the Council would like to understand what the plans are and how the proposal will fit with the work proposed by Essex Cares. More information is required about the wider goals of the Community Association, and about the funding streams that are currently available to them. Concern was expressed that the Bridges project has been overtaken by Essex County Council's proposals which have now been included in the Neighbourhood Plan. Further consultation would be managed through this route.</p> <p>Cllr Aldridge confirmed that there was scope for amending the plan, but that would be under the control of Essex Cares. It was suggested that the Parish Council should be the first point of contact for consultation rather than delegating the work to an independent group.</p> <p><b>Resolved.</b> The council will defer its decision pending more information. Proposed Cllr McKie seconded Cllr Steed and carried unanimously.</p> <p style="text-align: center;"><b>The meeting closed at 9.35 with the remaining items noted.</b></p>
<b>21/18.</b>	<b>To note minutes from the following Committees:</b>
18.1.	Finance Committee. No meeting.
18.2.	Broomfield Village Hall Committee. January Meeting
18.3.	Village Amenities Committee January meeting.
18.4.	Property & Planning Committee. To approve decisions made under delegated powers at inquorate meeting if required.
<b>21/19.</b>	<p><b>Planning enforcement</b></p> <p>No report this month.</p>

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<b>21/20.</b>	<b>To receive reports from Representatives to outside bodies/charities.</b> No report this month.
<b>21/21.</b>	<b>Items for next agenda</b> To consider improvements to Church Green. Next full council meeting February 17 <sup>th</sup> 2021.