

BROOMFIELD PARISH COUNCIL**Minutes of a Meeting of Broomfield Parish Council
Held in the Village Hall on Wednesday 20th October 2021 at 7.30 p.m.**

21/212	Members attending Chairman Margaret Bleet Councillors Thomson, Mercer, Hance, Howell, Hubble, Barnes, Steed, Blake, Scott and Daden Resolved Apologies were accepted from Councillor Faulds & Need Proposed Cllr Blake and seconded by Cllr Hubble. Agreed unanimously.
21/213	Declarations of interests No declaration of interests were received
21/214	To approve the minutes of the Council Meeting held on 15th September 2021. Resolved The minutes of the Council meeting held on 15 th September are accepted as a true record. Proposed Cllr Blake and seconded by Cllr Hance. Two abstentions, all others in agreement.
21/215	Public Question Time. There were no members of the public in attendance
21/216	Receive report from County Councillor for items not on agenda. Cllr Mike Steel presented the following report: Chelmsford Local Highways Panel (LHP) The latest report for all schemes can be accessed by the Chelmsford LHP website. The report is updated in the first week of each month. https://www.essexhighways.org/highway-schemes-and-developments/local-highway-panels/chelmsford-lhp The website also contains information on the types of schemes in a series of Members' Guides, including the required criteria. My approach is to take recommendations from the PC, rather than individuals, and support ones that align with the objectives and criteria of the LHP. It should be noted that the LHP is not an enforcement agency and speeding issues, or other traffic violations, need to be reported to the police via 101 or report on line https://www.essex.police.uk/ro/report/ You can also report it to SERP and ask them if they will arrange some speed traps https://saferessexroads.org/ Safer Roads and Highways Maintenance: The 2 topics I get most queries about – there are 2 sessions coming up which parish council's can attend. You should have received an invitation from EALC to sign up to attend Essex Highways Multi topic briefing 7th Oct via Zoom – I hope you were able to make it. This was an informative session covering capital schemes, how repairs are prioritised, managing utilities, keeping people informed. I have to say that I was disappointed that the session was cut short to 2 hours, even though advertised for 3 hours. There were still many participants with their hands raised when it was halted. I have made my concerns known to EALC and Highways. From a safe roads perspective, it would be informative to join one of Safer Essex Roads Partnership (SERP) events to understand the Vision Zero Strategy which aspires to ZERO road deaths and serious injuries on roads in the Essex, Southend and Thurrock council areas by 2040. It is useful to understand the whole system approach to this goal, and how this relates to Parish Councils. Of the 4 sessions, there is still just one to go:

	<p>October 28th 10:00-12:00 please click here</p> <p>You might also like to look at Safer Essex Roads Partnership https://saferessexroads.org/ and their Vision Zero Strategy which aspires to ZERO road deaths and serious injuries on roads in the Essex, Southend and Thurrock council areas by 2040. This is a systematic approach to reducing deaths and injuries on the roads – it's not just about speeding and preventing accidents, but also reducing the consequences should an accident occur.</p> <p>Meeting with Highways Cabinet Member</p> <p>I have arranged for the Highways Cabinet Member to meet 5 of my 10 Parish Councils on 19th Nov (GW, LW, Chignal, Writtle and Broomfield). These 5 have the most queries on Highway maintenance and LHP requests submitted. The meeting will look at the gap between PC/public expectations and Highways delivery and what can be done about it.</p> <p>North East Bypass Consultation</p> <p>The North East Bypass consultation closes 13th. Details of the application are here https://planning.essex.gov.uk/planningapplication.aspx?AppNo=CC/CHL/85/21</p> <p>My own parish of Great Waltham are keen to make comments about encouraging traffic to use the new route rather than via Ford End, by appropriate signage on the existing roads. You might want to consider something similar.</p> <p>Boundary Changes:</p> <p>City Council Parish Boundary change recommendations were approved to go to consultation at the City Council meeting of 22nd Sept. All residents potentially affected will get a written correspondence and invitation to comment. Others can still comment.</p> <p>Music Licence:</p> <p>Following a second event at Wheelers Farm, with similar traffic and nuisance issues to the first event, there is a licence review of the Wheelers Farm events licence on 25th Oct. Essex Police requested the review mainly due to the traffic issues. I will be joining the review.</p> <p>Bins:</p> <p>So far bin collection has not been affected by the national HGV driver shortages.</p> <p>Car Parks:</p> <p>Post Covid car park income recovery is not going too well. Whilst short term retail car parks have returned to 80% of pre-Covid levels, Park & Ride and long term commuter car [arks are around 20%.</p> <p>Fireworks:</p> <p>At the Cabinet meeting of 12th Oct, I asked about arrangements this year in relation to the motion I put through City Council, in Jan 2020, to address the objectives set out by the RSPCA in relation to the nuisance issues around fireworks as far as the City Council can control these items - encouraging all publicly organised firework displays to be advertised in advance of the event, actively promote a public awareness campaign about the impact of fireworks on animal welfare, encourage retailers to withdraw the sale of fireworks to the public, lobby UK Government to limit fireworks to 90dB for those sold to the public, more rigorously enforce regulations of the selling of fireworks.</p> <p>The response was that City Council will have a new campaign launched on 25th Oct.</p>
21/217	<p>Receive report from City Councillors for items not on the agenda</p> <p>Cllr Daden informed the meeting about the Monster Invasion for children taking place during half term at various locations in the City Centre.</p>
21/218	<p>Correspondence</p> <p>None received</p>
21/219	<p>Consultations</p>

	None
21/220	<p>Reports from Councillors on outside bodies</p> <p>Local Highways Panel – Councillor Daden – No meeting held. The next meeting is a sub group on 17/11/21 for schemes to be put forward for 2022.</p> <p>Church Green – a feasibility study costing £4k will be under discussion regarding the installation of granite kerbstones.</p> <p>Woolards Charity – Councillor Faulds – not present. Cllr Barnes suggested Community Foundation will take over managing charities if they are struggling to quorate meetings</p> <p>Broomfield Hospital Liaison – Councillors Daden, Mercer and Blake – no meeting</p> <p>Football Sports Clubs – Councillor Daden – no contact has been made</p> <p>Elderly Care Homes – Councillor Hubble – Village Amenities Committee have agreed to provide a Christmas Tree outside Madelayne Court.</p> <p>Transport – Councillor Thomson – reported there will be a Passenger Transport Meeting on 18/10/2012 online – she requested any questions or comments be forwarded to her.</p> <p>Schools – Councillor Hance - awaiting contact with Broomfield Primary School although links with PTA have been made. No response back from CVHS as yet.</p>
21/221	<p>To note financial reports for September 2021.</p> <p>Resolved: The Council approves the financial records for September 2021 noting the reconciliation figure of £214,430.45 in the Current Account and a balance of £126,594.90 in Earmarked Reserves</p> <p>Proposed by Cllr Barnes and seconded by Cllr Blake. One abstention, all others in agreement.</p>
21/222	<p>Confirmation of Clerk following completion of probationary period</p> <p>The Chair wanted to record thanks for all the hard work carried out since he started his role as Clerk.</p> <p><i>Cllr Steed joined the meeting.</i></p> <p>Resolved: Following the completion of a six-month probationary period, Mark Hembury is confirmed in his role as Clerk.</p> <p>Proposed by Cllr Barnes and seconded by Cllr Hance. Agreed unanimously.</p>
21/223	<p>Chelmsford City Council review of local Governance is continuing. Broomfield Parish Council wishes to reiterate its position regarding parish boundaries.</p> <p>Resolved: The Council approves of the re-submission of its views to the City Council on the Governance review as published – The Planning Committee was delegated to draft a response which will be considered at the next Planning Committee Meeting.</p> <p>Proposed by Cllr Blake and seconded by Cllr Howell. One abstention, all others in agreement.</p>
21/224	<p>To approve the Core Values document as published</p> <p>Councillors were asked to comment – the majority supporting the core values. Discussion took place and Cllr Blake has suggested altering the Transparent and Trust section to the following wording:-</p> <p><i>‘In line with legal requirements and our own Code of Practice on Communication and Transparency, we will seek to build a culture of trust and transparency – where view and ideas can be shared and where we listen as well as speak’</i></p> <p>Resolved: The Council supports and adopts the Core Values to include the amended section under Transparent and Trust.</p> <p>Proposed by Cllr Hance and seconded by Cllr Hubble. Agreed unanimously.</p>
21/225	<p>School Lane. To receive an update on progress and propose the setting up of a Working Group to deal with this issue.</p>

	<p>Resolved: The Council approved of establishing a Working Group to deal with this issue and the following Councillors will join the Working Group – Cllrs Bleet (Chair), Blake (Vice Chair) and Howell – other members of public will also be invited.</p> <p>The Terms of Reference will be approved at the next meeting.</p> <p>Proposed Cllr Blake and seconded by Cllr Barnes. Unanimously agreed.</p> <p>Cllr Blake thanked the Chair for the hard work she has carried out to get this issue underway.</p>
21/226	<p>To receive an update on the 5-10 year development plan</p> <p>Noted. It was agreed that this document be updated at every full Parish Council Meeting and subject to an annual review in August/September.</p>
21/227	<p>To note the final conclusion of audit report from external auditors PKF Littlejohn.</p> <p>Noted.</p>
21/228	<p>Chelmsford City Council Renumeration Panel has approved a scheme of allowances that can be adopted by Parish Councils to provide Parish Councillors with the opportunity to claim expenses incurred in their role as Parish Councillors.</p> <p>Proposal: The Parish Council approves the adoption of the scheme of allowances, providing an individual allowance of £300 per Parish Councillor, funded for the current year from Reserves.</p> <p>It was agreed that this proposal will be taken in more detail at the next meeting.</p>
21/229	<p>To receive an update on the progress of the Neighbourhood Plan.</p> <p>Cllr Blake has circulated a paper advising updates to the circulated draft covering the following items: cycle path; supporting bus routes; walking; impact on traffic to include school lane and in future to consider other roads if the School Lane Working Group is successful.</p>
21/230	<p>Broomfield Parish Council is considering establishing a Bereavement Support Group. As part of this proposal, an allotment site is to be allocated for their use.</p> <p>Proposal: The Council approves of renting an allotment space for the use of the Bereavement Support Group.</p> <p>It was agreed that this Proposal will be taken to next meeting as no report was available.</p>
21/231	<p>In the Internal Auditor's Report, a recommendation was made that the level of fidelity cover within our insurance policy should be increased to the recommended level of year-end balance plus 50% of Precept (increase from £250,000 to £400,000). This additional cover would require an increase in annual premium of £426.13.</p> <p>Proposal: The Council approves of the increase in Fidelity Insurance cover to £400,000.</p> <p>Proposed by Cllr Barnes and seconded by Cllr Steed. Agreed unanimously.</p>
21/232	<p>To note minutes from the following Committees:</p>
21/231.1	<p>Finance Committee 22nd September – No meeting held</p>
21/231.2	<p>Village Amenities Committee 8th September (draft) – these were noted.</p>
21/231.3	<p>Property & Planning Committee 6th October – Meeting inquorate – delegated decisions noted</p>
21/231.4	<p>Communications Committee – none since 5th August. An update was provided: Logo competition - 78 entries were received from CVHS - very successful; Website is on the way soon and when up and running an email newsletter will be established; Gov.uk emails are being re-established soon; New laptops for staff are also on the way; Facebook is</p>

	accepting new posts but there are still issues with receiving messages/other posts to share; Work has started on reviewing the Council's policies.
21/232	Matters for the next meeting <ul style="list-style-type: none"> a. Terms of Reference for School Lane Working Group to be approved b. To receive an update on the 5-10 year Development Plan c. Chelmsford City Council Remuneration Panel has approved a scheme of allowances that can be adopted by Parish Councils to provide Parish Councillors with the opportunity to claim expenses incurred in their role as Parish Councillors d. Broomfield Parish Council is considering establishing a Bereavement Support Group. As part of this proposal, an allotment site is to be allocated for their use.
	Meeting closed at 9.30 pm