

**BROOMFIELD PARISH COUNCIL****Minutes of a Meeting of Broomfield Parish Council  
Held in the Village Hall on Wednesday 17<sup>th</sup> November 2021 at 7.30 p.m.**

<b>21/233</b>	<b>Members attending</b> Chairman Margaret Bleet Councillors Thomson, Mercer, Hance, Howell, Hubble, Steed, Blake, Scott, Faulds, Need and Daden <b>Resolved</b> Apologies were accepted from Councillor Barnes & Howell Proposed Cllr Blake and seconded by Cllr Hubble. Agreed unanimously. Also in attendance, Parish Clerk Mark Hembury and County Councillor Mike Steel.
<b>21/234</b>	<b>Declarations of interests</b> No declaration of interests were received
<b>21/235</b>	<b>To approve the minutes of the Council Meeting held on 20<sup>th</sup> October 2021.</b> <b>Resolved</b> The minutes of the Council meeting held on 20 <sup>th</sup> October are accepted as a true record with one correction – under item 21/223 it should read that ‘Planning Committee’ was delegated, not ‘Councillor Blake’. Proposed Cllr Steed and seconded by Cllr Mercer. Two abstentions, all others in agreement.
<b>21/236</b>	<b>Public Question Time.</b> There were no members of the public in attendance
<b>21/237</b>	<b>The following report was given by Mike Steel, County Councillor.</b>  <b>Meeting with Highways Cabinet Member</b> I have arranged for the Highways Cabinet Member to meet 5 of my 10 Parish Councils on 19 <sup>th</sup> 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. The meeting is at 10am 19 <sup>th</sup> Nov at Chignal Village Hall and will have 2 reps from each PC. I have sent out a briefing note.  <b>LHP review:</b> I am a member of a small working Party that is looking at the way the 12 ECC LHPs operate – which will investigate their objectives, cost bases, criteria, and scope.  Mill Lane: I have made representations about the hedges on Mill Lane (which have been cut) and the concerns raised by the football club and by a resident. However, as you can see from the response, Highways are taking no further action. “An inspection of the site was finally undertaken on 28 October 2021 and Highways have found that there is sufficient room for vehicles to manoeuvre and none of the vegetation is causing an obstruction to the highway. Therefore, no further action will be taken here.”  <b>Post</b> A few people have contacted me complaining about the post. It appears that the problem is evident in many of the parishes in my division, but doesn’t seem to be hitting areas outside Chelmsford. Rumours are of staff round changes, additional deliveries added to rounds, absences, staff shortages. Promises made by Royal Mai have faltered, and the ability to go to

	<p>the sorting office to get post seems to have been withdrawn. I understand that many people have real issues with missed medical appointments, Covid test results.</p> <p>Whilst this is not a County Council issue, I have taken the following action:</p> <ul style="list-style-type: none"> <li>• Contacted the CEO of Royal Mail 4<sup>th</sup> Nov, which was acknowledged with a promise of a response. However, no response has been forthcoming yet – I did send a follow up email</li> <li>• Contacted our MP, Kemi Baddenoch, who has also been in contact with the CEO office. I arranged for Kemi to meet some parishioners on 12<sup>th</sup> Nov, to voice their concerns. She is also in contact with the Royal Mail CEO and asking what is being done to address the problems.</li> <li>• Contacted the BBC – they did a feature on Essex Radio on 5<sup>th</sup> Nov</li> </ul> <p>It seems there have been some improvements with some deliveries made, but there are still stories of people not having had mail for 2 weeks.</p> <p><b>Wheeler's Farm Licence:</b></p> <p>Following a second event with similar traffic and nuisance issues to the first event, there was a licence review of the Wheeler's Farm events licence on 25<sup>th</sup> Oct. Essex Police requested the review due to the traffic issues.</p> <p>However, the licence holder representative requested a deferment at the start of the meeting. This request was considered in private and granted until 3<sup>rd</sup> Dec. I cannot say what the reasons were, because although I joined the meeting as the local City Cllr, I am not a Licence Committee Member. I will be joining the 3<sup>rd</sup> Dec meeting.</p> <p><b>Update on the cycle path:</b></p> <p>The first stage of the project is due for completion on 13<sup>th</sup> December. There have been issues with the surfacing material appearing black in colour when laid as opposed to brown which was specified in the planning approval. The second stage of the project will start in March 2022. It appears there have been some permissions from land owners that have not been agreed as yet.</p>
<b>21/238</b>	<p><b>Receive report from City Councillors for items not on the agenda</b></p> <p>Cllr Daden provided the following report.</p> <p>The full City Council meeting takes place on 8<sup>th</sup> December.</p> <p>The Local Highways Panel met recently and the Village Gateway project is progressing.</p> <p>City Workshop – There will be a consultation on parking initiatives which will include car free zones, speed limits and other issues.</p> <p>Secure cycle lockers will be installed in the city centre and at the new Beaulieu station.</p> <p>The E-scooter trial will be extended to March 2022. The option of leaving the scooters anywhere is being looked at.</p> <p>Parking at Hylands is now in effect, although residents will need to register.</p>
<b>21/239</b>	<p><b>Correspondence</b></p> <p>Regarding the two letter concerning Mill Lane, County Councillor Mike Steel explained about the representations he had made in his report (above). Councillor Bleet would provide a response following her meeting regarding Highways issues.</p> <p>Regarding White Mead parking issues, Councillor Daden would respond to the member of public directly.</p> <p>Councillor Blake would follow up on the offer made by the Essex Heritage Trust.</p>

<b>21/240</b>	<p><b>Consultations</b>  Chelmsford City Council – Planning and Housing Consultation  The response to this consultation would be delegated to the Planning Committee.</p>
<b>21/241</b>	<p><b>Reports from Councillors on outside bodies</b>  <b>Local Highways Panel – Councillor Daden</b> – Report made earlier under 21/238  <b>Woollards Charity – Councillor Faulds</b> – There is a desire by the charity to make donations to families, the elderly and students. Leaflets have been produced and will be distributed to raise awareness of this source of assistance.  <b>Broomfield Hospital Liaison – Councillors Daden, Mercer and Blake</b> – no meeting  <b>Football Sports Clubs – Councillor Daden</b> – a discussion took place regarding the signage in the Village Hall Car Park prohibiting any football related parking. Whilst there have been historic problems caused by such parking, some members were concerned the sign gives the wrong message. It was agreed this would be a matter for the Village Hall Committee to consider.  <b>Elderly Care Homes – Councillor Hubble</b> – A number of Christmas events are being planned for the residents of Madelayne Court. Lighting issues are also being discussed. A number of residents are attending the coffee morning, and an invitation will be going to Ayletts House residents to also attend.  <b>Transport – Councillor Thomson</b> – A meeting will be taking place tomorrow. Report to follow.  <b>Schools – Councillor Hance</b> - The logo competition entries will be on display this Sunday and the judging will take place.</p>
<b>21/242</b>	<p><b>To note financial reports for October 2021.</b>  <b>Resolved:</b> The Council approves the financial records for October 2021 noting the reconciliation figure of £129,192.30 in the Current Account.  Proposed by Cllr Hubble and seconded by Cllr Need. Approved unanimously.</p>
<b>21/243</b>	<p><b>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.</b>  <b>Resolved:</b> The Parish Council approves of renting an allotment space for the use of the Bereavement Support Group.  Proposed by Cllr Steed and seconded by Cllr Faulds. Agreed unanimously.</p>
<b>21/244</b>	<p><b>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.</b>  <b>Resolved:</b> The Council approves of the adoption of the scheme of allowances, providing an individual allowance of £300 per Parish Councillor, funded for the current year from reserves.  Proposed by Cllr Mercer and seconded by Cllr Faulds. Five members in favour, four members against and two abstentions.</p>
<b>21/245</b>	<p><b>To approve the Terms of Reference for the School Lane Working Group.</b>  <b>Resolved:</b> The Council approves the Terms of Reference with the following amendments –  The title will be the School Lane Working Group.  The outcome will refer to a 'Working Group' not a 'Committee'  The four named members of the public on the working group are  Dominic Demouder, Monica Clarke, Shane Smith and Colin Abraham.  Proposed by Cllr Blake and seconded by Cllr Hubble. Agreed unanimously.</p>
<b>21/246</b>	<p><b>To receive an update on the Neighbourhood Plan.</b>  Cllr Blake informed the meeting that the final draft is currently being prepared by our consultant. He hopes to present the document to the January Council meeting. There are</p>

	some concerns regarding CIL money if the N.P. is not approved at the time the Bloor Homes planning application is granted. It is a complication that the Governance Review is taking place simultaneously with the development of our Neighbourhood Plan.
<b>21/247</b>	<p><b>A plan to upgrade the CCTV system covering the area around the Village Hall has been prepared, which will include the City Council then providing a single point of contact and monitoring service. If approved, funds would be released from the Sec.106 reserve which is specifically to be used for 'the extension and enhancement of Broomfield Community Centre'</b></p> <p><b>Resolved:</b> The Council accepts the quote provided by Link CCTV Systems for the upgrade of the CCTV system for £10,977,20 plus VAT.</p> <p>Proposed by Cllr Steed and seconded by Cllr Blake. Unanimously approved.</p> <p>The Clerk indicated to the meeting that the General Power of Competence provided the power to make such a spend.</p>
<b>21/248</b>	<b>To note minutes from the following committees:</b>
<b>21/248.1</b>	<b>Finance and Personnel Committee 27<sup>th</sup> October – Noted.</b>
<b>21/248.2</b>	<b>Village Amenities Committee 13<sup>th</sup> October - Noted</b>
<b>21/248.3</b>	<b>Property and Planning Committee 3<sup>rd</sup> November - Noted</b>
<b>21/248.4</b>	<p><b>Communications Committee 11<sup>th</sup> November –</b></p> <p>Cllr Bleet reported on an update on the progress regarding IT matters and that a review of policies was underway and specifically Safeguarding, Volunteers and Lone Workers.</p>
<b>21/249</b>	<p><b>Matters for the next meeting</b></p> <p>The policies considered by the Communications Committee would be brought forward for agreement.</p> <p>Budget setting and approval of the precept to be levied for the financial year 2022/23.</p> <p>The meeting closed at 9.30 p.m.</p>