

**BROOMFIELD PARISH COUNCIL****Minutes of a meeting of Broomfield Parish Council**  
**Held in the Village Hall on Wednesday 15<sup>th</sup> December 2021 at 7.30 p.m.**

<b>21/250</b>	<b>Members attending.</b> Chair: Cllr Bleet, others present Cllrs Faulds, Steed, Blake, Thomson, Barnes, Hubble, Howell and Mercer. County Councillor Mike Steel. Three members of the public were in attendance. Council Clerk Mark Hembury <b>Resolved</b> Apologies were accepted from Cllrs Need, Scott and Daden. Proposed Cllr Hubble and seconded Cllr Thomson. Unanimously approved.
<b>21/251</b>	<b>Declarations of interests</b> None received
<b>21/252</b>	<b>To approve the minutes of the Council Meeting held on 17<sup>th</sup> November 2021.</b> <b>Resolved</b> The minutes of the Full Council meeting are accepted as a true record. Proposed Cllr Steed and seconded Cllr Barnes. Unanimously approved.
<b>21/253</b>	<b>Public Question Time.</b> The three members of the public introduced themselves and two of them explained that they were present specifically to explain the Jubilee Beacon project, agenda item 21/263. A further explanation was then given regarding the project, including the siting of the beacon, the intention to provide a permanent landmark and the celebrations that were intended around the event. To offset the carbon footprint, there is the intention to plant a 'circle of seven trees' to surround the beacon. A variation in the order of business was proposed by Cllr Bleet as Chair of the meeting and it was unanimously agreed that agenda item 21/263 would be considered next.
<b>21/263</b>	<b>A proposal has been received to join with a number of neighbouring organisations, including Little Waltham Parish Council, to fund a Jubilee Beacon in Channels Park. A £500 contribution is requested to enable this project to progress.</b> <b>Resolved:</b> The Council approves of donating £500 to support the Jubilee Beacon. Proposed by Cllr Barnes and seconded by Cllr Steed. Unanimously approved. Authority given by General Power of Competence.
<b>21/254</b>	<b>To receive a report from County Councillor for items not on agenda.</b> Cllr Mike Steel presented the following report  <b>Meeting with Highways Cabinet Member</b> The meeting on 19 <sup>th</sup> Nov with 5 of my 10 Parish Councils took place (GW, LW, Chignal, Writtle and Broomfield). I would like to thank Chignal Parish Council for hosting the meeting  <b>Points made by Parish Cllrs:</b> <ul style="list-style-type: none"><li>• Large building works that need diversions through rural roads should require developers to pay for road repairs. Also developers themselves are not following the recommended routes.</li><li>• Lack of routine maintenance on Highways, footways, drains – over the years, has led to the current backlog.</li></ul>

- Erosion of footways due to HGVs mounting pavements
- Can the risk score be added to the track-it ref. Would like to also see more definitive timescale – even if it is a long time
- New housing developments – traffic measures do not extend geographically far enough
- Reporting an issue gets an inspector out, but actually fixing the defect goes into a long queue. Broomfield School Lane zebra crossing is an example of this.
- All 5 PCs expressed concerns about rat-running and it getting worse due to new developments
- There was a view that Highways prioritises traffic flow above quality of life, in high traffic areas. It was noted that the Highways call did talk about traffic hierarchy reassessment and promotion of more 20mph zones – by Lizz Burr.
- Ringway Jacobs seen as expensive with predetermined mark ups.
- Bus service have recently been reduced – at a time when we need to encourage more people to use public transport. Also the cost of a bus fare is more than petrol and car parking fee.

**Points made by ECC – Cllr Scott and Cllr Steel:**

- S106 funds some improvements/repairs
- Can't refuse road closures. Do try to get them to coincide
- Diversions try to pick appropriate route – so may not be shortest route.
- Priority system for repairs is a combination of probability and consequence of an accident. Finite budget - most dangerous get addressed first.
- Member Enquiry requests (300 per day) does not provide more info than is on the web – recognise that this is too vague
- Planning Authority (City Council) have final say on S106 funded road improvements.
- Speeding is an enforcement issue. Discussion with Police Commissioner, Roger Hirst, to have publicised blitz on selected areas – like Ford End.
- New system of inspection using AI. Also looking at dedicated teams by area.
- LHP review underway – looking at things such as priority on safety rather than “cosmetic” solutions
- Cllr Scott stated that Essex is one of the lowest cost areas for maintenance and new schemes.
- The “Bus Back Better” initiative was highlighted. Need to get more people out of cars and onto public transport, bicycles, eScooters or walking.

**Actions:**

1. Can Cllr Bleet supply the Track-It ref to Cllr Steel, for the request to paint the crossing outside the school in School Lane, Broomfield. Cllr Scott to investigate if it can be prioritised. (This has been supplied and forwarded to the Cabinet Member who said it has been added to the list!)
2. If PCs can supply evidence of areas that show excessive speeds, Cllr Scott can ask for them to be included in the speed check blitz.

There was a view that a follow up meeting, including Highways Officers, might be constructive on how PCs and Highways could work together. I have asked the Cabinet Member to arrange a meeting with the strategic dept of Highways to meet with LWPC and BPC to address the problems of rat running between Broomfield Road and Essex Regiment Way, and also to review the review being undertaken by BPC. Both areas have plans for large new housing – around 6,000 over the next few years, which will have a worsening affect.

	<p><b>Wheelers 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 Wheelers 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 attended the review of 3<sup>rd</sup> Dec which determined that the licence would not be removed, instead that it would be limited to 1,500 people (rather than 5,000) and only allowed 4 times a year.</p> <p><b>Cycle Path</b></p> <p>The part past the school has been completed. The part down to Goulton Road is still planned for March 2022.</p>
21/255	<p><b>To receive a report from City Councillors for items not on the agenda.</b></p> <p>Councillor Daden was not present at the meeting – no report available. Councillor Steel reported that the Governance Review was due for completion in the New Year.</p>
21/256	<p><b>Correspondence</b></p> <p>None received.</p>
21/257	<p><b>Consultations</b></p> <p>None received</p>
21/258	<p><b>Reports from Councillors on outside bodies</b></p> <p>Local Highways Panel – Councillor Steel stated that the Local Highways Panel would be meeting on 16<sup>th</sup> December to reach a final decision on the projects that would be considered for progression.</p> <p>Woollards Charity – Councillor Faulds reported that Christmas tokens are being distributed.</p> <p>Broomfield Hospital Liaison – No meeting</p> <p>Football Sports Clubs – No report available.</p> <p>Elderly Care Homes – The relationship with Madelayne Court has continued to develop – Christmas lights provided by the Village Amenities Committee were switched on recently and a ceremony was attended by family members at which a choir of children sang carols. Many of the residents and their families are attending the coffee morning, and appreciate the opportunity to go somewhere with the family member. Ayletts is the next home that will be approached in the same way to develop a relationship.</p> <p>Transport – Councillor Thomson reported she had joined an online meeting on 18<sup>th</sup> November where bus services were discussed – the Bus Back Better project. Complaints were made about the real time signage displays that were not providing the information on buses that passengers wanted. Bus operators are dealing with a number of driver vacancies which is contributing to cancellations. The data used currently to inform decision making is from the 2011 census, so is out of date. Councillor Steel reported that an App is being developed that will combine the information regarding routes and timetables from numerous operators to provide a single point of reference.</p> <p>Schools – Since the resignation of Councillor Hance, Councillor Bleet reported that she had had considerable contact with Chelmer Valley High regarding the logo competition and the school welcomed further involvement with the Parish Council. Similarly, contacts had been promoted with the primary school due to the School Lane Highways project, and this would be on-going.</p>
21/259	<p><b>To note financial reports for November 2021.</b></p> <p>To approve the bank statement and reconciliation for November 2021.</p> <p>To note cashbook, income and expenditure for November 2021.</p>

	<p>To note salary payments for November 2021.</p> <p><b>Resolved</b> The Council approves the financial records for November 2021 noting the reconciliation figure of £126,959.35 Proposed by Cllr Barnes and seconded by Cllr Hubble. Agreed unanimously.</p>
<b>21/260</b>	<p><b>To approve the budget for the financial year 2022/23 and the precept demand to be made of Chelmsford City Council.</b></p>
<b>21/260.1</b>	<p><b>Resolved</b> The Council approves of the budget of £185,984 for the financial year 2022/23. Proposed by Cllr Barnes and seconded by Cllr Hubble. Agreed unanimously.</p> <p>Councillor Blake asked for it to be noted that whilst accepting it would have carried no weight as far as the meeting was concerned, none of the absent Councillors had made any representations regarding the proposed budget and precept.</p>
<b>21/260.2</b>	<p><b>Resolved:</b> The Council approves of a precept demand of £159,360 which equates to an increase in the Band D charge of £2.00 or 3.8p per week to £57.12. Proposed by Cllr Barnes and seconded by Cllr Hubble. Agreed unanimously.</p>
<b>21/261</b>	<p><b>In the light of future boundary changes following the Governance Review being conducted by Chelmsford City Council, the Council wishes to consider a change of the Council name.</b></p> <p>Cllr Bleet, Meeting Chair, stated she wished to withdraw this motion and there being no proposer for the motion, the motion failed.</p>
<b>21/262</b>	<p><b>The competition to design a logo for the Parish Council is reaching the final stage and a winner will be selected shortly. A prize fund of £300 is requested to enable vouchers to be awarded to the pupils at Chelmer Valley High School who are adjudged to be the winners or runners up.</b></p> <p><b>Resolved</b> The Council approves of a prize fund of no more than £300 for winners of the logo competition. Proposed by Cllr Blake and seconded by Cllr Mercer. Agreed unanimously.</p> <p>Cllr Blake asked for a vote of thanks to be recorded for Cllr Bleet as a result of her hard work relating to the logo competition and the relationship that has been established with Chelmer Valley High School.</p>
<b>21/264</b>	<p><b>Essex Police have an initiative that allows Parish Councils to financially support a Special Constable who would be based within the Parish, to provide an additional visible uniformed presence.</b></p> <p><b>Resolved:</b> The Council approves of applying for a Special Constable under this scheme. Proposed by Cllr Steed and seconded by Cllr Mercer. Agreed unanimously.</p>
<b>21/265</b>	<p><b>To mitigate the risk of spreading the Covid infection, effective ventilation of the Village Hall currently relies on opening windows and doors, which with winter approaching, presents challenges in terms of the temperature in the hall. The Village Hall has made a grant application to the RCCE Covid fund to provide £15,000 towards the cost of a ventilation system to be provided by PES, at a total cost of £30,354.40.</b></p> <p><b>Resolved:</b> The Council approves the grant to the Village Hall Charity to cover the cost of the ventilation system described, minus any grant funding received. Any grant to be provided from Sec.106 funds. Proposed by Cllr Hubble and seconded by Cllr Howell. Agreed unanimously. Authority given by General Power of Competence.</p>
<b>21/266</b>	<p><b>Following the completion of an inspection into Parish Council IT hardware, two laptops are in need of replacement. A third laptop has been upgraded to extend its life.</b></p> <p><b>Resolved:</b> The Council approves of a total spend of no more vthan £2500 including set-up costs for two business standard laptops. Proposed by Cllr Hubble and seconded by Cllr Faulds. Agreed unanimously.</p>

21/267	<p><b>It has recently become necessary for the Parish Council to clarify its editorial position regarding the Broomfield Times parish magazine.</b></p> <p><b>Resolved:</b> The Council agrees that it will not support any article or advertisement for publication in the Broomfield Times which is, or might be considered to be –</p> <ul style="list-style-type: none"> <li>• In support of any individual political party</li> <li>• Unduely controversial</li> <li>• Detrimental to the reputation of the Parish Council</li> </ul> <p>Proposed by Cllr Blake and seconded by Cllr Barnes. Agreed unanimously.</p>
21/268	<p><b>Neighbourhood Plan Update. Cllr Blake will provide an update on the latest progress - this will include a recommendation that the Council supports the proposal for the planting of woodland on the western boundary of the Bloor development site and Bedford fields.</b></p> <p>CllrBlake explained that there are issues with the Neighbourhood Plan area and the potential new Parish boundaries once the Governance Review is complete. Hopefully by February the decisions will have been made and any new boundaries confirmed. The plan can then be shared with the public. In the new year we will need to decide whether to keep the Neighbourhood Plan area, which may be different from the new boundary, or ask the City Council to change the Plan area to fit the new boundaries. He suggests that a motion should be agreed in advance ready to submit once Chelmsford City Council have confirmed their decision regarding boundaries.</p> <p><b>Resolved:</b> The Council approves the proposal to plant woodland on the western boundary of Bedford Fields as outlined in the report; and the work with King Edward VI Grammar School to achieve this at no cost to the School. The Council delegates to the Neighbourhood Plan Steering Group and Planning Committee the task of securing funding and making arrangements, in liaison with the School. Proposed by Cllr Faulds and seconded by Cllr Steed. Agreed unanimously.</p>
21/269	<p><b>In order to provide a means of co-ordinating the various events that take place within the parish and the different community groups, it is proposed to establish a Broomfield Links Group.</b></p> <p><b>Resolved:</b> The Council approves of setting up a Broomfield Links Group to ensure co-ordination between all community groups for planned events. Proposed by Cllr Hubble and seconded by Cllr Mercer. Agreed unanimously.</p>
21/270	<p><b>The NALC have been working with the LGA and others to lobby the government on remote council meetings. Templates of suggested letters have been prepared to send to Kemi Badenoch, Minister for Levelling Up Communities, to support such meetings.</b></p> <p><b>Resolved</b> The Council approves of sending the letter as outlined.</p> <p>Proposed by Cllr Faulds and seconded by Cllr Hubble. Agreed unanimously.</p>
21/271	<p><b>The School Lane Working Group have agreed to promote a 20 mile per hour area within School Lane. To highlight this campaign, it is requested that a spend of £963.00 is agreed for publicity material</b></p> <p><b>Resolved:</b> The Council approves the spend of £963.00 as outlined. Proposed by Cllr Blake and seconded by Cllr Faulds. Agreed unanimously.</p>
21/272	<p><b>To note minutes from the following Committees:</b></p>
21/272.1	<p>Finance and Personnel Committee 24<sup>th</sup> November – the minutes were noted.</p>
21/272.2	<p>Village Amenities Committee 8<sup>th</sup> December – the minutes were noted.</p>

<b>21/272.3</b>	Property & Planning Committee 1 <sup>st</sup> December – the minutes were noted.
<b>21/272.4</b>	Communications Committee – No recent meeting.
<b>21/273</b>	<b>Matters for the next meeting</b> Policy Reviews Jubilee Trees Neighbourhood Plan  The meeting finished at 9.30 p.m.