



Broomfield Parish Council

Minutes of a meeting of Broomfield Parish Council held in the Village Hall on Wednesday 17th May 2023 at 7.30 p.m.

23/1	Election of Chairman A proposal was made by Cllr. Perry that Councillor Bleet be nominated as Chairman. This was seconded by Cllr Blake and all present voted in favour.
23/2	To receive Chairman's Declaration of Acceptance of Office Having been duly elected as Chairman, Cllr Bleet read out and signed her Declaration of Acceptance of Office.
23/3	Election of Vice-Chairman Cllr Bleet proposed Cllr Bowman for the position of Vice-Chairman. This was seconded by CllrBlake and all present voted in favour.
23/4	Members attending. Chairman Cllr Bleet. Other members attending, Cllrs Taylor, Faulds, Thomson, Howell, Odelana, Blake and Perry. Also present Clerk, Mark Hembury and Essex County Councillor Mike Steel. There were no members of the public present. Other absences – Cllr Scott. Resolved. An apology was accepted from Cllrs Barnes and Bowman. Proposed by Cllr Bleet and seconded by Cllr Faulds Agreed unanimously.
23/5	To receive any Declarations of interests from Councillors No declarations received.
23/6	To approve the minutes of the Council Meeting held on 15th March 2023. Resolved. The minutes of the Full Council meeting are accepted as a true record. Proposed by Cllr Perry and seconded by Cllr Blake. Two abstentions and all others in agreement.
23/7	Public Question Time. No members of the public present.
23/8	To receive a report from the County Council for items not on agenda. Cllr Steel provided the following report – Local Highways Panel The LHPs are changing the way they operate for 23/24. The Chelmsford Budget has been increased to £1M, but portions of it have been ringfenced for “Additional Footway Schemes, Additional Footway minor repairs, Carriageway improvements and Casualty Reduction schemes. This ringfenced budget amounts to £750K leaving £250K for LHP schemes under the control of the LHP members. The definition of the £750K ringfencing has not yet been released, nor how members agree/bid for their area. Normally by March, the budget setting meeting has occurred and the annual budget allocated to the schemes. The sub committee met in February to make recommendations but the follow up full panel meetings were postponed twice and will not occur until the new processes are determined. Prior to knowing the £250K budget allocation, the sub committee captured recommendations summing to £240K.

At that time, the sub-committee expected a budget of £500K, so further recommendations were still possible. But instead, the current recommendations use nearly all the available budget.

I will be attending the Scrutiny committee on 18th May which should clarify the budget position and also how members can access and use the other £750K for footway and carriageway repairs.

Village Gateway Location

I met with BPC and highways engineers 28th March on site to look at options. Whilst I have my own views, I am okay for BPC to be the decision maker on the location. They chose one, closest to the Parish boundary on Main Road. The eastern gate would remain where previously agreed and the western one would be opposite. BPC appreciated that the western gateway would be too narrow to hold the village sign, as it needs to fit on a narrow piece of verge.

My own view is that this is not the right place, and I made this clear at the meeting and subsequently in writing to Cllr Blake. My preference was to have matching gates further towards the main village of Broomfield (they don't have to be on the border).

The purpose of such gateways is to make drivers think they are entering a village environment and so, slow down. So, the gateways need to be reinforced by the presence of housing, which doesn't start until further south – i.e. just after the roundabout, there is no housing on the East side, and the housing on the West side is set back and behind a wall – so matching gateways ought to be towards the first bus shelter.

I think your placement will have little effect, as drivers are looking at the roundabout when they approach it, not at the signage. In fact, it came as a surprise to me that there is a speed camera sign at the roundabout, something I had not noticed until we were standing there looking at the locations. It will also not have the effect of entering a village.

However, as said, I have bowed to BPC's choice!

School Crossing Patrol (SCP)

The new SCP is currently in the final stages of compliance with our Recruitment Team. We are hopeful that training will start on the zebra crossing at School Lane after the half term break.

Border Wood

I had a request from a resident and BPC to find out if Border Wood is to be coppiced soon. Apparently, it is owned by ECC.

The response from ECC was *"Under the new woodland management plan for the unstaffed woodland estate, Border Wood is not going to be managed under a coppice regime owing to the length of time that has elapsed since it was last managed in this way and the risks it would now pose to the survivability of the stools, seeing as the wood is not particularly well stocked with the relevant species. Subsequently, we would expect it to struggle to regenerate fully with hotter summers if subjected to a clear coppice regime."*

Instead we will manage regenerative gaps and halo thin around dominant specimens on a cyclical basis to encourage a diversity of canopy and light levels whilst protecting the ground flora from the extremes of weather that a clear coppice would allow. This is particularly important seeing as Border Wood is so small and exposed owing to the surrounding landscape."

BPC and the resident were not happy with this response so I arranged to meet with the relevant ECC dept, BPC and the resident 17th April, at the wood. There was a productive debate. I had to leave the meeting early, so did not hear the final conclusion, but ECC committed to come back with their decision. I have not heard anything and sent a reminder 14th May.

	Member Led Pothole Scheme Of my 36 pothole allowance, 50 have been repaired. One rejection was the multi-holes on the A131 between Little Waltham and Gt leighs – where I entered 12 holes on the fast road, as 1 submission. Whilst this has been rejected, I have requested that this stretch be looked at and considered for immediate action. You might like to view a Highways video about Make Safe repairs https://www.youtube.com/watch?v=bCHfmBgTGZs I am awaiting initiation of the next member Led scheme which will include pavements. RideLondon 28th May 2023 The website https://www.ridelondon.co.uk/community-info/community-info/essex#maps Has information on route, road closures and times and Vehicle Crossing points. It is the intention to open Hollow Lane for the day so that all the residents of Little Hollows are not trapped.
23/09	To receive a report from the City Council Cllr Steel confirmed that the Bloor Homes link road will not be built. Cllr Blake explained the progress made on the location of the northern Village Gateway.
23/10	Correspondence None received.
23/11	Consultations None received.
23/12	To review representation on external bodies and arrangements for reporting back. It was agreed that the following Councillors or other persons would report back as follows – Local Highways Panel – Councilor Steel Woolards Charity – Councillor Faulds Broomfield Hospital Liaison – Councillor Blake Football Sports Clubs – Events and Fundraising Manager Elderly Care Homes – Events and Fundraising Manager Transport – Councillor Thomson Schools – Councillor Bowman Police – Councillor Scott
23/13	To note financial reports for March 2023. To approve the bank statement and reconciliation for March 2023 To note cashbook income and expenditure for March 2023 To note salary payments for March 2023 Resolved: The Council approves the financial records for March 2023 noting the current account reconciliation figure of £3,200.61. Proposed by Cllr Blake and seconded by Cllr Thomson. Agreed unanimously.
23/14	To note financial reports for April 2023. To approve the bank statement and reconciliation for April 2023 To note cashbook income and expenditure for April 2023 To note salary payments for April 2023 Resolved: The Council approves the financial records for April 2023 noting the current account reconciliation figure of £103,613.18. Proposed by Cllr Thomson and seconded by Cllr Howell. Agreed unanimously.
23/15	To agree the terms of reference for Council and Committees. Resolved. The council approves the amended terms of reference document common to all committees as published. Proposed by Cllr Howell and seconded by Cllr Thomson. Agreed unanimously.

23/16	To appoint members to each Committee and elect a Chairman and Vice Chairman for each Committee. Membership of the committees was agreed as follows - Finance and Personnel Committee Councillor Barnes – Committee Chairman, Proposed by Cllr Bleet and seconded by Cllr Perry, agreed unanimously. PC Chairman – Councillor Bleet PC Vice-Chairman – Councillor Bowman VHC Chairman – Councillor Faulds Planning Committee Chairman – Councillor Blake Planning Committee Cllr Blake – Committee Chairman, Prooosed by Cllr Bleet and seconded by Cllr Thomson. Agreed unanimously. Cllr Thomson – Vice Chairman, Proposed by Cllr Blake and seconded by Cllr Bleet. Agreed unanimously. Cllr Bowman Cllr Barnes Environment Committee Cllr Faulds – Vice Chairman, Proposed by Cllr Bleet and seconded by Cllr Taylor. Cllr Scott Cllr Howell Cllr Perry – Committee Chairman, Proposed by Cllr Bleet and seconded by Cllr Howell. Agreed unanimously. Communications Committee Cllr Bleet – Vice Chairman, Proposed by Cllr Faulds and seconded by Cllr Blake. Agreed unanimously. Cllr Blake Cllr Barnes Cllr Scott – Committee Chairman, Proposed by Cllr Bleet and seconded by Cllr Faulds. Agreed unanimously.
23/17	To agree standing orders for the year 2023 – 2024 Resolved. The Council approves the standing orders as published. Proposed by Cllr Perry and seconded by Cllr Howell. Agreed unanimously.
23/18	To agree financial regulations for the year 2023 – 2024 Resolved. The Council approves financial regulations as published. Proposed by Cllr Perry and seconded by Cllr Faulds. Agreed unanimously.
23/19	Appointment of Clerk to administer dispensations in 2023 - 2024 Resolved. The Clerk as Proper Officer to the Council will be authorised, where in his view it is appropriate, to administer dispensations for members with disclosable pecuniary interests that would otherwise leave the council inquorate. Prooosed by Cllr Bleet and seconded by CllrThomson. Agreed unanimously.
23/20	To adopt the General Power of Competence. Resolved. With a suitably qualified Clerk, and the required number of elected Councillors, the Parish Council approves of adopting the General Power of Competence. Proposed by Cllr Bleet and seconded by Cllr Faulds. Agreed unanimously.

23/21	To review the inventory of land and other assets. Resolved. The Council approves the inventory of land and other assets as published. Proposed by Cllr Perry and seconded by Cllr Howell. Agreed unanimously.
23/22	To confirm insurance cover for the period 1st June 2023 – 31st May 2024. Resolved. The Council approves the quote for annual insurance as provided by Hiscox Insurance Company Limited for £4704.35. Proposed by Cllr Perry and seconded by Cllr Blake. Agreed unanimously.
23/23	To review the Council's list of subscriptions to other bodies. The list of subscriptions is noted and will remain unchanged.
23/24	To review the Council Complaints Procedure. Resolved. The Council approves the Complaints Policy as published. Proposed by Cllr Howell and seconded by Cllr Blake. Agreed unanimously.
23/25	To review the Freedom of Information policy as published. Resolved. The council approves the Freedom of Information Policy as published. Proposed by Cllr Howell and seconded by Cllr Faulds. Agreed unanimously.
23/26	To review the Council Social Media Policy. Resolved. The Council approves the Social Media Policy as published. Proposed by Cllr Faulds and seconded by Cllr Blake. Agreed unanimously.
23/27	To review the Council Equal Opportunities Policy. Motion. The Council approves the Equal Opportunities Policy as published. Proposed by Cllr Howell and seconded by Cllr Thomson. Agreed unanimously.
23/28	To note the meeting dates for the coming year. These were noted.
23/29	To note the internal auditors report for the financial year 2022/23 The internal auditors report was noted.
23/30	To consider the requirement for the continuation of the Highways (School Lane) Working Group and any changes necessary to its Terms of Reference. It was agreed that the Highways(School Lane) Working Group will continue unchanged.
23/31	To approve expenditure of up to £2000 on safety related signage for School Lane. Resolved. The Council approves of the expenditure of up to £2000 for safety related signage for School Lane. Spending to be taken from the School Lane earmarked reserve. Proposed by Cllr Howell and seconded by Cllr Faulds. Agreed unanimously.
23/32	Update from the Clerk The Clerk provided the meeting with details of a recent receipt of CIL money from the City Council totalling £32,634.62 relating to the site addresses of Paglesham House Hollow Lane and Land to the east of 1 to 5 Eahle Way. The Clerk also informed the meeting that the current vacancies on the Parish Council are subject to a co-option process, with a closing date for applicants of 26th May.
23/33	To consider a request from Councillor Bowman to extend the period by which her declaration of acceptance of office must be made, to the next meeting of the Council on June 21st. Resolved. The Council approves of allowing Councillors Bowman and Scott to make their declarations of acceptance at or before the meeting of the Council to be held on Wednesday 21st June. Proposed by Cllr Blake And seconded by Cllr Faulds. Agreed unanimously.

23/34	To note minutes from the following Committees:
23/34.1	Finance and Personnel Committee – Draft minutes of 22 nd March These were noted.
23/34.2	Environment Committee – Draft minutes from 8 th March awaited These were noted.
23/34.3	Property & Planning Committee Draft minutes of 5 th April These were noted.
23/34.4	Communications Committee – No recent meeting
23/34.5	School Lane Working Group – No recent meeting.
23/35	Matters for the next meeting The meeting closed at 9.24 p.m.