



Broomfield Parish Council

Minutes of a meeting of Broomfield Parish Council held in Broomfield Village Hall on Wednesday 21st February 2024 at 7.30 p.m.

23/199	Members attending. Chair: Cllr Bleet, Cllrs Odelana, Thomson, Bowman, Perera-Morris, Faulds, Scott, Taylor, Howell and Travis. Also present, Clerk, Mark Hembury and Events and Fundraising Manager, Donna Hance. Resolved. Apologies for absence were received from Cllrs Barnes and Blake. Proposed by Cllr Faulds and seconded by Cllr Blake. All in agreement. An apology was also received from County Councillor Mike Steel. Other absence – Cllr Sharon Boreham
23/200	Declarations of interests None received.
23/201	To approve the minutes of the Council Meeting held on 17th January 2023. Resolved. The minutes of the Full Council meeting of 17th January 2024 are accepted as a true record. Proposed by Cllr Bowman and seconded by Cllr Perera-Morris. All in agreement.
23/202	Public Question Time. No members of the public were present.
23/203	To receive a report from the County Council for items not on agenda. The following report was submitted by County Cllr. Mike Steel – County Council Issues Digigo Digigo are reaching out to parishes within the operational area to introduce a series of in-person app support sessions called 'Enhance your Digital Confidence with DigiGo.' They are eager to collaborate with Parish Councils to explore the possibility of arranging session. Some residents and parish representatives have expressed interest in using the app but are unsure how to do it. The sessions specifically focus on providing digital support for those less digitally inclined, guiding them through the process of using the TravelEssex app and making DigiGo bookings via it. They envision hosting these sessions either in conjunction with existing parish meet-ups or coffee mornings or as standalone events at a parish or community building. Parish Councils can organise an event in February/by emailing digigo@essex.gov.uk . More information about the DigiGo service itself can be found at: www.digigo.uk Army and Navy: The Planning application for Army and Navy Sustainable Transport Package have now been submitted and the drawings are live on the Essex County Council planning and development website.. The planning application reference numbers are as follows: • Army and Navy Junction – CC/CHL/108/23 • Sandon Park and Ride – CC/CHL/109/23 • Chelmer Valley Park and Ride – CC/CHL/110/23 This marks another important milestone for the project and follows the Department for Transport's approval of the Outline Business Case in October 2023.

	To coincide with the submission of the planning applications, we have also published a series of visualisations of the proposals and these are available on the Army and Navy Sustainable Transport Package webpage. For more information about the Army and Navy Sustainable Transport Package, to view the visualisations and sign up for the project e-newsletter, please visit www.essex.gov.uk/armyandnavy. Essex Highways crews tackle Storm Isha: Highways crews worked throughout the night dealing with flooding, wind damage and fallen trees as Storm Isha arrived. They received 70 reports for weather-related incidents, including reports of flooding and fallen trees. Working with partners Essex Police and UK Power Networks, 20 serious issues were dealt with quickly by crews overnight to help get the roads across Essex moving again. EV Charging points Ref your request for info on public EV Charging points, I supplied a contact in City Council. However, I note that EALC are undertaking a survey on the subject looking for suitable points and you may wish to take part https://consultations.essex.gov.uk/sustainable-travel-planning-team/18a76e64/consultation/intro/ The survey closes 31st March 2024 LHP As reported last month, and as far as I know, it is still the intention to install flashing lights in school lane, active at school start/stop times – before end of the FY. I have asked, but not yet received, an update on when this will happen. Unfortunately, there have been no applications for the post of SCP operative, following the resignation of the last one. Maintenance of the lights, after the expiry of the warranty period, is dependent upon there being an active SCP in post! In terms of the “lamppost SID scheme” I reported last month that <i>“not until the units for the pilot scheme are displayed on site and they have been on site for some time, we are not able to offer this option. As soon as I possibly can I will inform all those who have made enquiries with me about the use of light columns for VAS/SID’s to be placed on and all the paperwork and web page will be changed accordingly.”</i> I can report that the pilot PC now has SIDS ordered, received and being fitted, so I am hoping that the scheme will be available to all PCs soon. Next year’s budget LHP has not yet been allocated, but given the roll over of schemes from 22/23 to 23/24, it is very likely that 24/25 schemes will be all those that were planning to do in 23/24. – i.e., the budget is effectively allocated for the next year. I note that you have an item for an application for a 20mph speed limit in School Lane. In my opinion and experience, you will not get a permanent 20mph limit because it doesn’t meet the set criteria. However, Highways do support non-mandatory variable 20mph past schools. Given no LHP budget is available for the next year, and given that there are many schemes in the queue for funding beyond that, and given that School Lane already has an SCP and wiggles, I suspect that any scheme you submit will not be prioritised by the LHP members. My advice would be that you consider funding it yourself by the EHC process. This process still needs to undertake the validation process first, which is managed by the LHP, so will need to start with an LHP request form via myself. City Council Issues
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	Ref - 23/01787/FUL - Field North of Montpelier Farm Main Road Little Waltham - Retirement Village Proposal - this was for 58 bedroom care home, 45 care suites, 100 care apartments + facilities – on land between GW, LW and Broomfield, just north of the approved new developments. I asked that this go to Planning Committee if there was any possibility that it might get approved. However, Officers’ recommendation is for refusal which has gone through. ECC Highways objected on traffic issues, and City Council turned it down for 11 separate reasons (that’s a lot!) I did warn Opus that such an application, which added to the traffic in the area (staff, supplies visitors, etc), and the fact that it was not in the Local plan, would likely mean refusal. Of course they can appeal! Ref - 23/013487/FUL Retrospective application for change of use of land to Showman’s Permanent Quarters, at land south of Roselawn Farm, Main Road, Broomfield – has been refused. In parallel City Council have applied for a full injunction to prohibit the occupation of the site which is being heard in the High Court in March. Having requested for this to go to Planning Committee, I have now withdrawn that request.
23/204	To receive a report from City Council for items not on the agenda. See agenda item 23/203
23/205	Correspondence Letter – White Mead. The Deputy Clerk would be asked to contact the informant and explain the issues that have been on-going regarding parking issues in the area and explain the process by which yellow lines can be applied for. Heritage Open Days 2024 – The Environment Committee will be asked to consider this event. Love Your Parish day 2024 - The Environment Committee will be asked to consider this event. Parsonage Green Pond – The Clerk will make further enquiries regarding land registration and the potential responsibilities of the Parish Council in relation to the pond .
23/206	Consultations Essex Minerals Plan review. This item was noted.
23/207	Reports from Councillors on outside bodies Local Highways Panel – see agenda item 23/203 Woollards Charity – Councillor Faulds reported that she and Donna Hance had attended a meeting on the 5th February. The sum of £2640 had been spent in the Co-op as a result of the distribution of Christmas tokens. A lady had been assisted with the purchase of a washing machine. Madelayne Court has been assisted to purchase a games console for the residents. The Secretary has resigned and Cllr Faulds and Donna Hance are considering taking over the responsibility, which will save the charity £300 p.a. There are a number of GDPR issues that need to be addressed. Broomfield Hospital liaison – Cllr. Bowman stated that she had been approached regarding the serious parking issues at the Hospital. There are 200-300 too few spaces available, and was asked if the Parish Council can do anything. It was agreed that there is little that the Parish Council can do, but the Parish Council website will be updated with an item identifying the bus routes available and the DigiGo option as alternatives to car use. Football Sports Clubs – Events and Fundraising Manager. Donna Hance reported that she had been continuing to discuss the football pitch and parking with the Football Club. Saturday football hire and walking football are being considered. Elderly Care Homes – Events and Fundraising Manager – No further report. Transport – Councillor Thomson reported that she was not aware of any changes that are to be introduced in the area at present.

	Schools – Councillor Bowman. An email has been sent to both schools with regards to the visit by our M.P. - replies are awaited. A meeting with the new Head at Chelmer Valley High School, Tom Sparks, will take place in April. Police – Councillor Scott. Regular news updates are being received regarding police operations. There are a number of issues being experienced in the area of the bus station and the number of homeless living on the streets has increased. Care should be taken if using the New London Road underpass. Shoplifting in Primark and John Lewis is a problem. There have been a number of garden shed burglaries.
23/208	To note financial reports for January 2024 To approve the bank statement and reconciliation for January 2024 To note cashbook, income and expenditure for January 2024. To note salary payments for January 2024. Resolved. The Council approves the financial records for January 2024 noting the current account reconciliation figure of £5,290.17. Proposed by Cllr Faulds and seconded by Cllr Thomson. All in agreement.
23/209	To approve the following Councillors as authorised signatories to the Council NS&I Investment Account – Margaret Bleet, John Barnes, Joanne Bowman and Angie Faulds. Resolved: The Council approves of the appointment of Councillors Margaret Bleet, John Barnes, Joanne Bowman and Angie Faulds as signatories for the Parish Council NS&I Investment Account. Proposed by Cllr. Taylor and seconded by Cllr. Travis. All in agreement.
23/210	To approve both an increase in hours for the Events and Fundraising Manager from 25 to 37 per week, and a new contract of employment that reflects this change. Resolved. The Parish Council approves of an increase in working hours for the Events and Fundraising Manager from 25 to 37 per week and a new contract of employment that reflects this change. Proposed by Cllr. Taylor and seconded by Cllr. Bowman. All in agreement.
23/211	To confirm the Terms of Reference of the Traffic and Travel Working Group, established at the January Council Meeting. Resolved. The Terms of Reference of the Traffic and Travel working Group are approved as published. Proposed by Cllr. Bowman and seconded by Cllr. Perera-Morris. All in agreement.
23/212	To approve of the School Lane Working Group submitting an application for a 20 m.p.h. speed limit in the vicinity of the School Lane Primary School. Resolved: . The Council approves of the School Lane Working Group submitting an application for a 20 m.p.h. speed limit in the vicinity of Broomfield Primary School. Proposed by Cllr. Taylor and seconded by Cllr. Faulds. All in agreement.
23/213	To agree a date for the Annual Parish Meeting and the format for the meeting. It was agreed that the Annual Parish Meeting would take place on Wednesday 22nd May from 6 p.m. A photographic display of Broomfield past would be produced along with possibly a crime prevention input which would also include the Coffee Morning session. A report on the achievements of the Parish Council would be compiled.
23/214	The Events and Fundraising Manager will make a presentation on proposals for ‘Play in the Park’ to be held during the summer holidays. The Events and Fundraising Manager, Donna Hance, outline plans for the summer. Four morning sessions would be prepared, 29th July, 5th, 12th and 26th August. There will be a sports week, an animals week, an arts and crafts week and an inflatables week. Hours would be 10am- 12 noon and up to 50 children aged from 3-10 yrs would be catered for. Parents would stay with their children. The cost of a ticket would be £2.50. The events would be called ‘Fun in the Park’. The Football and Cricket Clubs may be able to provide sessions. Volunteers, both Councillors and staff are requested to help.

23/215	The Parish Council previously considered a change to the order of meetings during each month. Having confirmed the availability of the Village Hall, a specific proposal can now be considered. Resolved. The Parish Council approves of changing the full Council meeting to the second Wednesday of each month and the Environment Committee now meeting on the third Wednesday of each month, starting with effect from the new financial year in April. Proposed by Cllr. Bowman and seconded by Cllr.Travis. All in agreement.
23/216	Councillor Bowman has been working on an appraisal system for consideration for adoption as Council policy. The Council is now asked to consider this policy as documented. Resolved. The Parish Council approves of the Appraisal Policy as documented, with appraisals to be conducted in September. Proposed by Cllr.Taylor and seconded by Cllr.Travis. All in agreement.
23/217	The Environment Committee has met to consider a re-design of the frontage of the Village Hall/Parish Council site. The Environment Committee Chairman will provide an update on the Committee proposals that have now been agreed for implementation. Councillor Faulds explained the need to remove the hedge along Angel Lane, which would be replaced by new hedging and a wooden fence. The hedge should be removed on Monday, and publicity will be produced to ensure people are aware of the reason for the action being taken.
23/218	The Council is asked to approve the appointment of Heather Heelis from Heelis and Lodge as their internal auditor for the financial year end 2023-24. Resolved. The Council approves of the appointment of Heather Heelis as their internal auditor for the current financial year end. Proposed by Cllr. Perera-Morris and seconded by Cllr. Faulds. All in agreement.
23/219	To deal with various Committee budgetary overspends and known spending commitments, a number of virements are presented for Council approval follows – £400 from 4065/100 (Cllr.expenses) to 4095/110 (Photocopier) £2250 from 4081/110 (PC Mtg Hall hire) to 4082/500 (PC Hall hire H/W) £750 from 4060/100 (Cllr. Training) to 4050/100 (Staff training) £1770 from 4280/210 (Village Maint.) to 4408/500 Play area maint.) £500 from 4065/100 (Cllr.expenses) to 4120/110 (Prof. fees) Resolved. The Council approves of the proposed virements as listed. Proposed by Cllr. Travis and seconded by Cllr.Faulds. All in agreement.
23/220	To receive an update from the Clerk on matters arising from previous meetings. The Clerk was able to report that he had met with the Cottage Gardeners last week and explained the reasoning behind the increase in their annual rent for the Barn. They have agreed to pay the new amount proposed. A date has been agreed for the end of year accounts closure – 10th April. A Teams meeting has been held with Angus Paterson, the Essex County Council EV Strategy Officer. This proved very informative and will enable the Clerk to provide a detailed account of the proposal to be considered at the next Trustee meeting.
23/221	To note minutes from the following Committees:
23/221.1	Finance and Personnel Committee – no recent meeting.
23/221.2	Environment Committee – draft minutes from 14 th February. These were noted.

23/221.3	Property & Planning Committee – draft minutes from 7 th February. These were noted.
23/221.4	Communications Committee – no recent meeting
23/221.5	School Lane Working Group – no recent meeting.
23/221.6	Neighbourhood Plan Working Group – no recent meeting.
23/222	Matters for the next meeting Salary scales The meeting concluded at 9.35 p.m.