



Broomfield Parish Council

Minutes of a meeting of Broomfield Parish Council held in Broomfield Village Hall on Wednesday 14th May 2025 at 7.30 p.m.

25/1	Election of Chairman Cllr. Margaret Bleet was proposed by Cllr. Barnes and seconded by Cllr. Faulds. All in agreement.
25/2	To receive the Chairman's Declaration of Office. Councillor Bleet made her Declaration of Office and this was duly signed.
25/3	Election of Vice-Chairman Cllr. Perera-Morris was proposed by Cllr. Bleet and seconded by Cllr. Faulds. All in agreement.
25/4	Members attending. Chair: Cllr. Bleet. Cllrs. Barnes, Blake, Scott, Howell, Travis, Bowman [#] , Faulds, Boreham, Perera-Morris and Thomson. One member of the public was present. Resolved. Apologies for absence were received from Cllrs. Taylor and Odelana. Proposed by Cllr. Bleet and seconded by Cllr. Blake. All in agreement.
25/5	To receive any Declarations of interests from Councillors None were received.
25/6	To approve the minutes of the Council Meeting held on 9th April 2025. Resolved. The minutes of the Full Council meeting are accepted as a true record, including the following amendments 24/231 For 'C30' substitute '33' 24/234 For 'Bundy' substitute 'Bandy' and for 'Local' substitute 'Neighbourhood'. Proposed by Cllr. Barnes and seconded by Cllr. Blake. All in agreement.
25/7	To note the resignation of Jo Bowman as a Parish Councillor. The resignation was noted. Cllr. Bleet thanked Jo Bowman for the contribution she has made and the support she has offered during her time as a Parish Councillor. Jo. Bowman [#] then left the meeting.
25/8	Public Question Time. The following questions were addressed to the Council. 1. Why was a copy of the agenda for the meeting not displayed on the notice board? The Clerk confirmed that the meeting was posted on the website as required and would ensure that all future meetings were also posted on the noticeboard. 2. Could the owner of Felsted Field be contacted and trim the vegetation growing onto the pavement. The Clerk explained that he would ask the village attendant to cut back the vegetation as this was the most effective way of ensuring the task was completed. 3. Has the Council noticed the poor condition of the boundary wall to the rear of the Angel PH?

	The Clerk advised that he would arrange for someone to assess the condition of the wall and respond appropriately.
25/9	To receive a report from the County Council for items not on agenda. The following written report was received from Cllr.Mike Steel. Highways The Members Highways Initiative (MHI) of 24/25 has fixed more than 8,000 additional carriageway defects and 6,000 footway defects, on top of the standard work schedules. Basically, I get an extra allowance for defects raised by residents or Parish Councils. I have made extensive use of this over the last year, and I am pleased to say it will continue into this year. A new allowance starts – so If there is a serious concern with a defect, email me with photo (if safe to take) and Track-It defect ref number – mike.steel@essex.gov.uk Devolution and LGR: The Government are keen to extend the number of unitary authorities and mayors and have asked for expressions of interest. Conservative run Essex County Council have responded positively and submitted their expression of interest. They launched a consultation on the principles of Unitaries and Mayors and this closed on April 14th. The proposals are that the current fifteen councils in Essex, which include the County Council, two unitaries (Thurrock and Southend) and twelve other District, City and Borough councils, should be rationalised to between three and five unitaries. The unitary would take on the responsibilities currently held by both District and County. In addition, there would be a directly elected mayor with a combined authority to make key decisions on issues including Transport and Housing. The timetable is: • Elections for a Greater Essex Mayor on May 7th, 2026 • Elections for the new-look Essex councils in May 2027 • The new councils would replace the existing ones in 2028 Essex will need to submit their detailed proposal by September this year, with how many unitaries and their composition. Also, consideration will be given to those areas without a town or parish council and what additions need to be put in place. The latest news is that the Local Government Minister, Jim McMahon, has proposed that the make-up of the Combined Authority would include three voting members from Essex and two each from Thurrock and Southend. The County Council argues that it represents 80% of the population and therefore should have at least 50% of the votes; they propose 2:1:1 with the Mayor having the casting vote. We await the outcome. Love Your Bus Chignal and High Easter Parish Council, jointly applied for funds for extra services and were successful MP Visit 9th May Our MP, Kemi Badenoch, and I visited Broomfield British Legion, Chelmer Valley High School (CVHS, and Farleigh Hospice. The Broomfield legion has now re-opened and needs residents to support it. The school put on some great displays of their GCSE courses, and other clubs – astronomy, electric car racing, Broomfield play area proposals, drama club. CVHS has a

	wonderful reputation. Like many schools, it is suffering the impact of NI employer contribution increases. Farleigh Hospice told us about their 70 in-patients, but also about their 170 people they help in their own homes. They do an amazing job and most of their funds come from donations and fundraising – they have to raise £7.4M a year by these means. The employer NI increases have added £250,000 to their costs! https://www.farleighhospice.org/
25/10	To receive a report from City Council for items not on the agenda. See report under 25/9
25/11	Correspondence • Citizens advice. The Clerk would confirm their attendance would be welcome, but suggesting a Wednesday morning to coincide with the coffee morning. • Essex Village of the Year Competition. This was noted.
25/12	Consultations None
25/13	To review representation on external bodies and arrangements for reporting back. Councillors previously holding responsibility shown below. Local Highways Panel – Councillor Steel (County and City Councillor) see report under 25/9. Woollards Charity – Councillor Faulds confirmed that she was the Chair of the charity and that with the resignation of the previous treasurer, Cllr. Barnes has now taken on this role. Broomfield Hospital liaison – Councilor Blake. A positive meeting has taken place with the hospital travel co-ordinator. A tour of the possible cycle routes was undertaken. The hospital are currently funding the park and ride bus service and a case is being prepared to hopefully continue this. A hospital travel plan has now been completed. The Park and Ride scheme has recently been extended to 8.30 pm. An invitation could be given to attend a future Council meeting. Football Sports Clubs – Events and Fundraising Manager. Matches have finished for the current season. Elderly Care Homes – Events and Fundraising Manager. No further update. Transport – Councillor Thomson. The bus stop at Skerry Rise has been partially cleaned and the timetable is now easier to read. A drop-in meeting has been arranged for 4th June from 10-12 noon at the Central Baptist Church. Booking can be done online . More changes are due from 1st June but details are not known at present. Schools – No current representative. The head teacher at CVH is in regular contact with Cllr. Bleet. Police – Councillor Scott. A meeting took place last Monday – there will be more activity from the Neighbourhood teams. North West Parishes – Councillor Blake. One more meeting to be attended before he resigns from the Council. A piece of work on the local landscape is on-going for submission to the next phase of the pylons consultation. A replacement representative will be required – possibly the best person would be the new Chairman of the Planning Committee.
25/14	To note financial reports for April 2025 To approve the bank statement and reconciliation report for April 2025

	To note cashbook, income and expenditure for April 2025 To note salary payments for April 2025 Resolved: The Council approves the financial records for April 2025 noting the current account reconciliation figure of £31,143.51. Proposed by Cllr.Barnes and seconded by Cllr. Scott. All in agreement.
25/15	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. The amendments being – To include ‘Non-Councillors on Committees but with no voting rights’ Under the Planning and Development Committee – delete ‘To oversee the actions of the neighbourhood plan steering group.’ And in the paragraph beginning ‘Promote the Planning Policies..’ include ‘for instance the Neighbourhood Plan’. Proposed by Cllr. Blake and seconded by Cllr. Perera-Morris. All in agreement.
25/16	To appoint members to each Committee and elect a Chairman and Vice Chairman for each Committee. Membership of the Committees and appointment of each Chair was as follows – Finance and Personnel Committee Councillor Barnes – Committee Chairman PC Chairman – Councillor Bleet PC Vice-Chairman – Councillor Perera-Morris Environment Committee Chairman – Councillor Faulds Planning Committee Chairman – Councillor Blake Planning Committee Cllr. Travis – Committee Chairman Cllr Blake Cllr Thomson Cllr Barnes Cllr Odelana Cllr Scott Environment Committee Cllr Faulds - Committee Chair Cllr Scott Cllr Howell Cllr Boreham Cllr Perera-Morris Communications Committee Cllr Bleet – Committee Chair Cllr Blake Cllr Barnes Cllr Scott Non-Councillor Geoff Garfield Proposed by Cllr. Blake and seconded by Cllr. Scott. All in agreement.

25/17	To agree standing orders for the year 2025 – 2026 Resolved. The Council approves the standing orders as published. Proposed by Cllr. Barnes and seconded by Cllr. Blake. All in agreement.
25/18	To agree financial regulations for the year 2025-2026 Resolved. The Council approves financial regulations as published. Proposed by Cllr. Faulds and seconded by Cllr. Barnes. All in agreement.
25/19	Appointment of Clerk to administer dispensations in 2025 - 2026 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. Proposed by Cllr.Perera-Morris and seconded by Cllr. Barnes. All in agreement.
25/20	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. Perera-Morris and seconded by Cllr. Boreham. All in agreement.
25/21	To confirm insurance cover for the period 1st June 2025 – 31st May 2026. Resolved. The Council approves the quote for insurance as provided by Hiscox Insurance Company Limited for £5,267.35. proposed by Cllr.Howell and seconded by Cllr. Thomson. All in agreement.
25/22	To review the Council list of subscriptions to other bodies. The current list of subscriptions is as follows - • EALC/NALC • SLCC • RCCE The list of subscriptions was noted.
25/23	To review the Council Complaints Policy. Due to technical issues linking with the correct versioin of this policy, the review was deferred to the June meeting.
25/24	To review the Council Freedom of Information Policy as published. Due to technical issues linking with the correct versioin of this policy, the review was deferred to the June meeting.
25/25	To review the Council Social Media Policy Due to technical issues linking with the correct versioin of this policy, the review was deferred to the June meeting.
25/26	To review the Council Equal Opportunity Policy. Due to technical issues linking with the correct versioin of this policy, the review was deferred to the June meeting.
25/27	To review the Council GDPR Policy. Due to technical issues linking with the correct versioin of this policy, the review was deferred to the June meeting.
25/28	To review the Council Recruitment Policy. Due to technical issues linking with the correct versioin of this policy, the review was deferred to the June meeting.

25/29	To note the meeting dates for the coming year. Due to technical issues linking with the correct version of this policy, this item was deferred to the June meeting.
25/30	Clerk's Update The Clerk will provide the Council with an update on matters considered at previous meetings and any other issues that would be of interest. The Clerk reported that the parking ticket issued to the Parish Council vehicle on Hospital Approach had been appealed – the appeal was successful and the ticket has been cancelled. The Clerk reported that the application to register the access lane onto the site as land belonging to the Parish Council had been refused – for an adverse occupation claim, the land needed to have been inaccessible to anyone else, which was clearly not the case. Permissive right of access already exists on the lane.
25/31	To receive an update on the issue of deer at the allotment site. The Clerk reported that the plan to clear a path alongside the allotments was not possible due to the extent of the undergrowth and trees, as well as the lack of a public right of access to the location. Cllr. Blake explained the plans for a Training Centre on the land and the future path from the Lodge was described. A master plan needs to be prepared for the location – Essex Place Services would be best placed to prepare this plan with an estimated cost of approx. £2,500. Once a lease was agreed, there would be plenty of time to start work on the plan. The consultation already in existence would be used as the basis for the master plan.
25/32	To note minutes from the following Committees:
25/32.1	Finance and Personnel Committee – Draft minutes of 27 th March previously noted.
25/32.2	Environment Committee – Draft minutes from 17 th April awaited. An update on the Green Flag competition was provided by Cllr. Faulds. The initial inspection has been undertaken, a result is expected in July.
25/32.3	Property & Planning Committee Draft minutes of 7 th May awaited. Cllr. Blake confirmed that few matters had been considered during a quiet period for the Committee.
25/32.4	Communications Committee – No recent meeting
25/32.5	School Lane Working Group – Chairman to provide an update. Cllr. Bleet provided a brief update and included a report on Local Government devolution and re-organisation. Many decisions are yet to be made. An email will be circulated to members providing the details given at the recent briefing
25/33	Matters for the next meeting The meeting concluded at 9.33 p.m.