



Broomfield Parish Council

Dear Councillor

You are summoned to attend the meeting of Broomfield Parish Council to be held on Wednesday 15th November 2023 at 7.30 p.m. in the Broomfield Parish Council Village Hall for the transaction of business as set out below.

Mark Hembury

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Clerk to the Council

23/133	Members attending. Motion. To record and accept apologies for absence.
23/134	Declarations of interests To receive any declarations of interests from Councillors.
23/135	To approve the minutes of the Council Meeting held on 18th October 2023. Motion. The minutes of the Full Council meeting are accepted as a true record.
23/136	Public Question Time. The meeting may be temporarily suspended for up to fifteen minutes if members of the public wish to comment on agenda items or items of interest or concern to the parish.
23/137	To consider a co-option request(s). Candidate 1 - Gloria Scott Candidate 2 - Sharon Boreham
23/138	To receive a report from the County Council for items not on agenda.
23/139	To receive a report from City Council for items not on the agenda.
23/140	Correspondence None received.
23/141	Consultations Call for Gypsy and Traveller sites, Chelmsford City Council
23/142	Reports from Councillors on outside bodies Local Highways Panel – Councillor Steel (County and City Councillor) Woolards Charity – Councillor Faulds Broomfield Hospital liaison – Councilor Blake Football Sports Clubs – Events and Fundraising Manager Elderly Care Homes – Events and Fundraising Manager Transport – Councillor Thomson Schools – Councillor Bowman Police – No current member to report
23/143	To note financial reports for October 2023 To approve the bank statement and reconciliation for October 2023

	To note cashbook, income and expenditure for October 2023. To note salary payments for October 2023. Motion: The Council approves the financial records for October 2023 noting the current account reconciliation figure of £25,969.78
23/144	The Broomfield Parish Council Infrastructure Plan parts 1 and part 2 have been prepared that will be the basis for decisions to be taken regarding various projects that might be undertaken going forward. The Parish Council is asked to consider this plan and approve its adoption. Motion. Broomfield Parish Council approves of the Infrastructure plan for adoption.
23/145	Following the comments made during the Reg.14 consultation on the Neighbourhood Plan, a schedule of changes has been drawn up that will be incorporated within the text of the Neighbourhood Plan. The Council is asked to consider this schedule of changes. Motion. The Council approves the schedule of changes for incorporation within the draft Neighbourhood Plan.
23/146	The Council is asked to consider the structure and contents of an appraisal system to be adopted for all Parish Council staff.
23/147	The Planning Committee currently has four appointed members – Cllrs Blake, Thomson, Bowman and Barnes. To allow for any enforced absence and to ensure any meetings are quorate, the Parish Council is invited to appoint up to two further members to the Planning Committee.
23/148	The Council is asked to consider a report on a project to improve signage on the Parish Council/Village Hall estate. Motion. The Council approves of the project to improve signage and to obtain a costing for the project as the next step.
23/149	The Council is asked to consider appointing additional members to the Health and Wellbeing Working Group.
23/150	The Events and Fundraising Manager is submitting a grant application to Chelmsford City Council for revenue funding for the Village Hall Charity which is intended to support ‘vulnerable people’. Up to £10,000 is available but must be match funded. The Council is asked to consider a proposal to support this application with a grant of up to £10,000, dependent on the outcome of the application. Motion. The Council approves of the award of a grant of up to £10,000 in match funding to support the grant application to be made to the Chelmsford Discretionary Fund.
23/151	To receive an update from the Clerk on matters arising from previous meetings.
23/152	To note minutes from the following Committees:
23/152.1	Finance and Personnel Committee – draft minutes of 25th October
23/152.2	Environment Committee – draft minutes from 11th October.
23/152.3	Property & Planning Committee – draft minutes from 4th October
23/152.4	Communications Committee – No recent meeting

23/152.5	School Lane Working Group – Chairman to provide update.
23/152.6	Neighbourhood Plan Working Group – no recent meeting.
23/153	Matters for the next meeting