



Broomfield Parish Council

Dear Councillor

You are summoned to attend the meeting of Broomfield Parish Council to be held on Wednesday 9th October 2024 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

24/111	Members attending. Motion. To record and accept apologies for absence.
24/112	Declarations of interests To receive any declarations of interests from Councillors.
24/113	To approve the minutes of the Council Meeting held on 11th September 2024. Motion. The minutes of the Full Council meeting are accepted as a true record.
24/114	To welcome the new Head Teacher at Chelmer Valley High School, Mr. Tom Sparks.
24/115	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.
24/116	To receive a report from the County Council for items not on agenda.
24/117	To receive a report from City Council for items not on the agenda.
24/118	Correspondence None received
24/119	Consultations To consider the changes to signage proposed by the Essex CC Highways Team for School Lane and make any comments as appropriate.
24/120	Reports from Councillors on outside bodies Local Highways Panel – Councillor Steel (County and City Councillor) Woollards 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 – Councillor Scott North West Parishes – Councillor Blake
24/121	To note financial reports for September 2024 To approve the bank statement and reconciliation for September 2024 To note cashbook, income and expenditure for September 2024. To note salary payments for September 2024.

	Motion: The Council approves the financial records for September 2024 noting the current account reconciliation figure of £114,804.31
24/122	To note the conclusion of audit report and certificate issued by the external auditor for the 2023/24 AGAR.
24/123	The one-year investment bond with the Cambridge and Counties Bank is due to mature on 14th October. The Council is asked to consider re-investing £85,000 in a new one-year fixed bond with Cambridge and Counties Bank with an interest rate of 4.6%. Motion: The Council agrees to the investment of £85,000 in a one year fixed rate bond with the Cambridge and Counties Bank.
24/124	The annual rent paid for the Barn by the Cottage Gardeners is due for payment in October. The rent paid for the year from October 2023 was £600. The Council is asked to consider the amount to be charged for the current year from October 2024.
24/125	The Council is asked to approve the payment of £2,500 plus VAT to Steve Amann, Highways Engineer, for work to produce a list of options for consideration, that are intended to address traffic related issues in Main Road Broomfield. Spend to be taken from the CIL Earmarked Reserve. Motion: The Council approves of the payment of £2,500 plus VAT to Steve Amann as described.
24/126	The Chairman has identified the need to set up a Crisis Management Team and write a policy document. The Council is asked to consider electing this Crisis Management Team and the subsequent production of a policy document. Motion: The Council approves of establishing a Crisis Management Team with a remit of producing a related Crisis Management Policy.
24/127	The Council has received two late planning applications for comment that could not be dealt with by the Planning Committee. The Council is asked to consider these applications. a) Ref. 24/01280/FUL 228 Main Road Broomfield. Sub division of existing dwelling to form 2 dwellings. b) Ref. 24/01292/FUL 15 New Road, Broomfield. Single storey rear extension.
24/128	The Council will receive an update on the Neighbourhood Plan and related issues.
24/129	To consider a proposal to make a contribution of £2,735.16 towards further landscape work by Allison Farmer Associates on behalf of the North West Parishes Group regarding the Norwich to Tilbury Pylons Project.
24/130	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.
24/131	To note minutes from the following Committees:
24/131.1	Finance and Personnel Committee – draft minutes from 31 st July
24/131.2	Environment Committee – draft minutes from last meeting in July previously noted.
24/131.3	Planning Committee – minutes from Wednesday 2 nd October
24/131.4	Communications Committee – No recent meeting
24/131.5	School Lane Working Group – Chairman to provide an update

24/131.6	Health and Wellbeing Group – Chairman to provide an update.
24/132	Matters for the next meeting