



Broomfield Parish Council

Dear Councillor

You are summoned to attend the meeting of Broomfield Parish Council to be held on Wednesday 12th March 2025 at 7.30 p.m. in the Broomfield Parish Council Village Hall for the transaction of business as set out below.

Mark Hembury

Mark Hembury
Clerk to the Council

24/204	Members attending. Motion. To record and accept apologies for absence.
24/205	Declarations of interests To receive any declarations of interests from Councillors.
24/206	To approve the minutes of the Council Meeting held on 12th February 2025. Motion. The minutes of the Full Council meeting are accepted as a true record.
24/207	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.
24/208	To receive a report from the County Council for items not on agenda.
24/209	To receive a report from City Council for items not on the agenda.
24/210	Correspondence • Letter - Broomfield Allotment Association • Angel Green banner enquiry • Love your Parish Day • The Big Chelmsford Spring Clean
24/211	Consultations • Greater Essex Devolution
24/212	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
24/213	To note financial reports for February 2025 To approve the bank statement and reconciliation report for February 2025 To note cashbook, income and expenditure for February 2025 To note salary payments for February 2025

	Motion: The Council approves the financial records for February 2025 noting the current account reconciliation figure of £4,204.74
24/214	Spencer Clarke will provide a presentation on the ‘Make Space for girls in the park’ project.
24/215	To appoint an internal auditor for the accounts for this financial year. Motion. The Council approves of appointing Heather Heelis as the internal auditor for the current year accounts.
24/216	The Chairman will provide an update on the PIIP process and in particular will focus upon the prioritisation of projects considered in recent workshops.
24/217	To approve an amended date for the Annual Parish Meeting. Motion. The Council approves of moving the date of the Annual Parish Meeting from 7 th May to 28 th May.
24/218	To consider a request for a grant from the Village Hall for a replacement to their gas boiler.
24/219	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.
24/220	To approve the Parish Council’s response to the Chelmsford Local Plan pre-submission document.
24/221	To note minutes from the following Committees:
24/221.1	Finance and Personnel Committee – draft minutes from 17th February.
24/221.2	Environment Committee – draft minutes from 19th February.
24/221.3	Planning Committee – draft minutes from 5 th February.
24/221.4	Communications Committee – No recent meeting
24/221.5	School Lane Working Group – Chairman to provide an update
24/221.6	Health and Wellbeing Group – Chairman to provide an update.
24/222	Matters for the next meeting