



Broomfield Parish Council

Dear Councillor

You are summoned to attend the meeting of Broomfield Parish Council to be held on Wednesday 14th May 2025 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

25/1	Election of Chairman
25/2	To receive Chairman's Declaration of Acceptance of Office
25/3	Election of Vice-Chairman
25/4	Members attending. Motion. To record and accept apologies for absence
25/5	To receive any Declarations of interests from Councillors
25/6	To approve the minutes of the Council Meeting held on 9th April 2025. Motion. The minutes of the Full Council meeting are accepted as a true record.
25/7	To note the resignation of Jo Bowman as a Parish Councillor
25/8	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.
25/9	To receive a report from the County Council for items not on agenda.
25/10	To receive a report from the City Council for items not on the agenda.
25/11	Correspondence • Citizens advice • Essex Village of the year competition
25/12	Consultations None received.
25/13	To review representation on external bodies and arrangements for reporting back. Councillors previously holding responsibility shown below. Local Highways Panel – report from Councillor Steel Woollards Charity – Councillor Faulds Broomfield Hospital Liaison – Councillor Blake Football Sports Clubs – Events Manager Elderly Care Homes – Events Manager Transport – Councillor Thomson Schools – Councillor Bowman

	Police – Councillor Scott NW Parishes Group - Councillor Blake
25/14	To note financial reports for April 2025. To approve the bank statement and reconciliation for April 2025 To note cashbook income and expenditure for April 2025 To note salary payments for April 2025 Motion: The Council approves the financial records for April 2025 noting the current account reconciliation figure of £31,143.51
25/15	To agree the terms of reference for Council and Committees. Motion The council approves the amended terms of reference document common to all committees as published.
25/16	To appoint members to each Committee and elect a Chairman and Vice Chairman for each Committee. Current membership – Finance and Personnel Committee Councillor Barnes – Committee Chairman PC Chairman – Councillor Bleet PC Vice-Chairman – (Jo Bowman, resigned) Environment Committee Chairman – Councillor Faulds Planning Committee Chairman – Councillor Blake Planning Committee Cllr Blake - Chairman Cllr Thomson (Cllr Bowman – resigned) Cllr Barnes Cllr Odelana Cllr Scott Environment Committee Cllr Faulds Cllr Scott Cllr Howell Cllr Boreham Cllr Perera-Morris Communications Committee Cllr Bleet – Chairman Cllr Blake Cllr Barnes Cllr Scott
25/17	To agree standing orders for the year 2025 – 2026 Motion. The Council approves the standing orders as published.
25/18	To agree financial regulations for the year 2025-2026 Motion. The Council approves financial regulations as published.
25/19	Appointment of Clerk to administer dispensations in 2025 - 2026

	Motion. 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.
25/20	To review the inventory of land and other assets. Motion. The Council approves the inventory of land and other assets as published.
25/21	To confirm insurance cover for the period 1st June 2025 – 31st May 2026. Motion. The Council approves the quote for insurance as provided by Hiscox Insurance Company Limited for £5,267.35
25/22	To review the Council list of subscriptions to other bodies. The current list of subscriptions is as follows - • EALC/NALC • SLCC • RCCE
25/23	To review the Council Complaints Policy. Motion. The Council approves the Complaints Policy as published.
25/24	To review the Council Freedom of Information Policy as published. Motion. The council approves the Freedom of Information Policy as published.
25/25	To review the Council Social Media Policy Motion. The Council approves the Social Media Policy as published.
25/26	To review the Council Equal Opportunity Policy. Motion. The Council approves the Equal Opportunities Policy as published.
25/27	To review the Council GDPR Policy. Motion. The Council approves the GDPR Policy as published.
25/28	To review the Council Recruitment Policy. Motion. The Council approves the Recruitment Policy as published.
25/29	To note the meeting dates for the coming year.
25/30	Update from the Clerk The Clerk will provide the Council with an update on matters of interest to the Council or previous agenda items.
25/31	To receive an update on the issue of deer at the allotment site.
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
25/32.3	Property & Planning Committee Draft minutes of 7th May awaited
25/32.4	Communications Committee – No recent meeting
25/32.5	School Lane Working Group – Chairman to provide an update.

24/37	Matters for the next meeting
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