



Broomfield Parish Council

Dear Councillor

You are summoned to attend the meeting of Broomfield Parish Council to be held on Wednesday 9th July 2025 at 7.30 p.m. in the Broomfield Village Hall for the transaction of business as set out below.

Mark Hembury

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Clerk to the Council

25/64	Members attending. Motion. To record and accept apologies for absence.
25/65	Declarations of interests To receive any declarations of interests from Councillors.
25/66	To approve the minutes of the Council Meeting held on 11th June 2025. Motion. The minutes of the Full Council meeting are accepted as a true record.
25/67	To consider co-option to one of the vacant Councillor positions. • Co-option policy
25/68	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.
25/69	To receive a report from the County Council for items not on agenda.
25/70	To receive a report from City Council for items not on the agenda.
25/71	Correspondence Parking and other issues – Church Green, Kings Arms.
25/72	Consultations SERP Speed limit – 20mph
25/73	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 – Vacant Police – Councillor Scott North West Parishes – Vacant
25/74	To note financial reports for June 2025 To approve the bank statement and reconciliation for June 2025 To note cashbook, income and expenditure for June 2025. To note salary payments for June 2025. Motion: The Council approves the financial records for June 2025 noting the current account reconciliation figure of £14,343.64
25/75	To receive an update on the recruitment of a new Parish Clerk.

25/76	To consider the lease of the Barn by Broomfield Cottage Gardeners – due for its annual renewal in October.
25/77	To receive an update on the recently formed Chelmsford Association of Local Councils. • Constitution • Framework document • Agenda • Minutes
25/78	To review the Council Recruitment Policy. Motion. The Council approves the Recruitment Policy as published.
25/79	To consider a grant request from Broomfield Village Hall Charity. To improve the energy efficiency of the Village Hall, cavity wall insulation is to be installed. The Village Hall Charity requests a grant from the Parish Council of £810 to enable this to take place. Motion. The Parish Council approves of a grant of £810.00 to Broomfield Village Hall Charity for cavity wall insulation. Expenditure to be taken from CIL funds.
25/80	To ratify the recommendation made by the Finance and Personnel Committee regarding a change to the contract for the Events and Fundraising Manager FIN 25-6 minute refers. Motion. The Parish Council approves of the change to the contract of the Events Manager as recorded in minute ref. FIN 25-6.
25/81	To receive an update on recent developments on the allotment site.
25/82	To consider the current policy on Broomfield Buddies.
25/83	To receive an update from the Clerk on matters arising from previous meetings.
25/84	To note minutes from the following Committees:
25/84.1	Finance and Personnel Committee – Draft minutes from 2 nd July
25/84.2	Environment Committee – Draft minutes from Wednesday 19 th June.
25/84.3	Property & Planning Committee – Draft minutes from Wednesday 2 nd July awats
25/84.4	Communications Committee – No recent meeting
25/84.5	School Lane Working Group – No recent meeting.
25/85	Matters for the next meeting