



Broomfield Parish Council

Dear Councillor

You are summoned to attend the meeting of Broomfield Parish Council to be held on Wednesday 10th September 2025 at 7.30 p.m. in the Broomfield Village Hall for the transaction of business as set out below.

Mark Hembury

Mark Hembury

Clerk to the Council

25/99	Members attending. Motion. To record and accept apologies for absence.
25/100	Declarations of interests To receive any declarations of interests from Councillors.
25/101	To approve the minutes of the Council Meeting held on 9th July 2025. Motion. The minutes of the Full Council meeting are accepted as a true record.
25/102	To approve the minutes of the Council Meeting held on 20th August 2025 Motion. The minutes of the Extraordinary Council Meeting held on 20 th August are accepted as a true record.
25/103	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.
25/104	To receive a report from the County Council for items not on agenda.
25/105	To receive a report from City Council for items not on the agenda.
25/106	Correspondence • To consider a number of emails from various residents concerning parking issues at Church Green • Complaint re flags on Angel Green
25/107	Consultations Norwich to Tilbury – Development Consent Order
25/108	Reports from Councillors on outside bodies Local Highways Panel – Councillor Steel (County and City Councillor) Woollards Charity – Councillor Faulds Broomfield Hospital liaison – Vacant 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
25/109	To note financial reports for July 2025 To approve the bank statement and reconciliation for July 2025 To note cashbook, income and expenditure for July 2025. To note salary payments for July 2025.

	Motion: The Council approves the financial records for July 2025 noting the current account reconciliation figure of £16,738.20
25/110	To note financial reports for August 2025 To approve the bank statement and reconciliation for August 2025 To note cashbook, income and expenditure for August 2025. To note salary payments for August 2025. Motion: The Council approves the financial records for August 2025 noting the current account reconciliation figure of £3421.75
25/111	To note the receipt of the external auditors report and certificate for 2024-25.
25/112	To consider a grant request from Broomfield Village Hall Charity. Broomfield Village Hall Charity has suffered from regular gas boiler breakdowns and the cost of maintaining the current system is now considered to be unsustainable. Research has been undertaken and a proposal has been put forward to replace the gas boiler with an electric air-source heat pump system. A presentation will be given by the Events Manager. Motion. Broomfield Parish Council approves of a grant of up to £30,000 for the installation of an air-source heat pump in the Village Hall, funding to be taken from CIL reserves.
25/113	To consider approval of expenditure to complete accessible paths in Centenary Wood, supported by the Environment Committee. The spend involved would be £3680.00 however there are insufficient funds within the Environment budget and if approved the money would be drawn from CIL reserves. Motion. Broomfield Parish Council approves of the expenditure of £3680.00 on accessible paths for Centenary Wood, funding to be drawn from CIL reserves.
25/114	To consider electing a member to the vacant position of Parish Council Vice-Chair.
25/115 25/115.1 25/115.2	To consider a request from the Allotment Association seeking Retrospective permission for the erection of Herras fencing along the northern boundary of the allotment. Permission to extend the Herras fencing to the remainder of the allotment boundary.
25/116	To approve a contract of employment for Abi Wood, starting as Parish Clerk on Wednesday 15th October. Motion. The Parish Council approves the Contract of Employment for Abi Wood as attached.
25/117	To consider open spaces within the Parish which are currently owned and managed by either Chelmsford City Council or Essex County Council and to decide if negotiations should be started with a view to taking over either ownership and/or management of these open spaces. Areas to be considered include Vellacotts, Roselawn Fields play area, Broomfield Place and the Nash Drive play area.
25/118	To receive an update from the Chair on Local Government Re-organisation and Devolution.
25/119	To consider the request for support from St Mary's Church regarding tree care.
25/120	To consider the next steps to be taken to ensure that projects identified within the Neighbourhood Plan are taken forward.
25/121	To receive an update from the Clerk on matters arising from previous meetings.
25/122	To note minutes from the following Committees:

25/122.1	Finance and Personnel Committee – No recent meeting
25/122.2	Environment Committee – Draft minutes from Wednesday 16 th July.
25/122.3	Property & Planning Committee – Draft minutes from Wednesday 2 nd July awaits
25/122.4	Communications Committee – No recent meeting
25/122.5	School Lane Working Group – No recent meeting.
25/123	Matters for the next meeting