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| **BROOMFIELD PARISH COUNCIL** |
| **Minutes of Broomfield Parish Council****Held on Wednesday 21st June 2017 in Broomfield Village Hall.** |
|  | **Before the meeting opened, the council spent a moment to reflect on the victims and support services affected by recent terrorist attacks and fire disasters.** The Council asked the Clerk to write and enquire what the City and County Councils are doing to review security following terrorist attacks and poor maintenance of council accommodation. If appropriate, the Parish Council would consider the implications of hosting a meeting where village organisations can share experience, thoughts and best practice on security and response to emergencies. **Members attending****Chairman Cllr Barnes****Councillors Cllrs Blake, Daden, Garwood, Howell, Matthews, Mercer, Thomson,** **Tranquada.****Also present Locum Clerk, Essex County Councillor John Aldridge.****Resolved.** Apologies were accepted from Cllrs Steed, Jones, Hubble, Charlton. Proposed Cllr Blake seconded Cllr Thomson carried unanimously. Apologies were noted fromChelmsford City Councillor Barry Knight and County Councillor Aldridge. |
|  | **To approve the minutes of Broomfield Parish Council’s Meeting 17th May 2017.** **Motion**: The minutes of Full Council Meeting held on 17th May 2017 are accepted as a true record. Proposed Cllr Barnes, seconded Cllr Daden and carried unanimously |
|  | **To receive any Declaration of Interest from Councillors.**There were no declarations of interest. |
|  | **Public Question Time**There were no members of the public present. |
|  | **County Councillor Aldridge was unable to attend.** The Clerk was asked to write to Cllr Aldridge and enquire about the reason why the B1008 Main Road was resurfaced and what effect the work would have on the proposed pedestrian crossing. Cllrs Mercer and Blake would provide background information and liaise with the Clerk. |
|  | **Receive report from City Councillors for items not on the agenda** The City Councillors were unable to attend.  |
|  | **The Parish Council and Village Hall balances and reconciliations for May 2017 were noted.** |
|  | **To consider a request for funding to replace the partition wall.** Report attached**Resolved.** The Council approves the withdrawal of up to £12,500 from reserves to fund replacement partition wall. The funds will be taken from the balance of the Public Works Loan Board money and not replaced. Proposed Cllr Barnes seconded Cllr Tranquada carried with one abstention. The Chairman thanked Members for their work in researching the replacement  |
|  | **Senior Citizens Lunch****Resolved.** The Council approves the date of 21st February 2018 and notes the current budget allocation of £1,500 for the senior citizen’s lunch. Proposed Cllr Barnes seconded Cllr Blake and carried unanimously.The Council will investigate the opportunities to raise additional funding through the Wollard Trust. Councillors agreed to contact the primary and secondary schools to ask if they can send their choir or provide entertainment at the event. |
|  | **To note the appointment of Mr Michael Letch as the Proper Officer and Responsible Financial Officer.**The Council noted the appointment, and recorded their thanks to the outgoing clerk for her hard work over the last ten years. |
|  | **Clerk’s report**The Omega financial accounting system will be installed on 28th June. Once it has been configured, the full financial records from 1st April will be entered and Monthly reports for April and May will be produced for record. An insurance claim for locum cover during the Clerk’s absence has been made. The maximum refund of £2,500 is expected. In addition to any changes that may be made to the website, a blog has been introduced which will be promoted to the top-level menu and used for alerting residents to matters of interest.It was agreed that future Clerk’s reports would be provided as a written document for information. |
|  | **To note minutes from the following Committees:** |
|  | Financial & General Purposes Committee. No meeting this month.  |
|  | The minutes of the Broomfield Village Hall Committee held on were noted.  |
|  | The minutes of the Civic Amenities Committee held on 14th June were noted.Minute CA17/10 will be amended to read “The Committee requested that the Deputy Clerk obtain quotes for a commercial rent for the barn.” |
|  | The minutes of the Personnel Committee held on June 7th were noted  |
|  | The minutes of the Property & Planning Committee held on 7th June were noted.  |
|  | **To note reports from Representatives to outside bodies/charities**Cllr Thomson’s report on the parish transport meeting was noted.  |
|  | **To receive an update on preparations for the Fun Day**. Cllr Hubble’s report was noted. The Council recorded their thanks to Cllrs Hubble, Jones, Tranquada, Kathryn Cameron and Barbara Thomas for their work in preparing for the fun day.  |
|  | **The parking enforcement figures for May 2017 were noted.**  |
|  | **Discussion Item:****To consider applying for local council award scheme foundation level and review the requirements for a website that will fulfil the technical requirements and meet the needs of the community.** Cllr Blake presented the homepage of Danbury Parish Council as an example of a Parish Council website. It was noted that the main focus of their site is the Parish Council with village information as a subordinate topic. This was seen as a good model for the Broomfield site to follow.The Council recognises the importance of showing the residents what the council does and explaining the benefits of having a parish council with reference to things that go well, and demonstrate learning from things that don’t go so well. Any explanations should recognise that the world at large does not make distinctions between the tiers of local government, so clarity of purpose is necessary.People visit the website to investigate or solve problems so an easy way of contacting is needed, preferably one that can be used to seek the opinion of residents and learn what they need. Perhaps including a feedback button for ease of response. It is important to keep the site fresh and the information up to date, so regular attention from the office staff will be needed.The website -* must make good use of pictures
* must have a calendar of events.
* must have strong links to other sites of interest to the community
* should offer a mixture of history and current events.
* Will complement the paper version of the Broomfield times.

It is important to have it accessible to users with limited skills, and also that the site is disability friendly.**Resolved.** The Council will register its intention to apply for foundation level of the local council award scheme. Proposed Cllr Barnes seconded Blake and carried unanimously. |
|  | **Items for next agenda**Organise a more significant event to celebrate the Queens next anniversary.**Meeting closed at 9.05 p.m.** |