Boreham Parish Council

Minutes of the Boreham Statutory Annual Parish Council Meeting held via Zoom Meeting at 7:30 pm on Monday 11th May 2020.

Present

Councillor J Galley (Chair)
Councillor J Rice
Councillor K Cherry
Councillor L Reed
Councillor D Crick
Councillor E Stammers
Councillor S Bass
Councillor A Leach
Councillor G Cooch

Also in attendance, Mrs L Miller (Parish Clerk) and Justine Atterbury (Assistant Clerk)

20/1. Election of Parish Council Chairman

Councillor J Galley was unanimously elected as Chairman.

20/2. Election of Parish Council Vice Chairman

Councillor J Rice was unanimously elected as Vice Chairman.

20/3. Declaration of Acceptance

The Chairman duly signed the Declaration of Acceptance of Office.

20/4. Apologies for Absence

Apologies and reason for absence was accepted from Councillor Elkington.

20/5. Declarations of Interest

None were declared.

20/6. Public Participation Session

No public were present. Cllr Cooch reported that the vegetation at Coopers is in need of attention.

20/7. Minutes of the Meeting held on 20th April 2020

The Minutes of the Meeting held on Monday 20th April 2020 had been previously distributed. It was **RESOLVED** that the Minutes be signed as a true record of the meeting.

20/8. Appointment of Members to Committees and Sub-Committees

The following appointments were made:

a) **Greens Committee -** Councillors S Bass, P Elkington, Mrs K Cherry, E Stammers, J Rice and D Crick
b) **Planning Committee** – Councillors J Galley, S Bass, K Cherry, P Elkington, A Leach and D Crick.
c) **Finance Committee** - Councillors Mrs G Cooch, A Leach and J Galley, L Reed and J Rice.
d) **Staffing Sub-Committee -** Councillors Mrs G Cooch, J Galley, A Leach and P Elkington and E. Stammers.
e) **Standing Order Sub-Committee -** Councillors S Bass, J Galley, L Reed and D Crick.
f) **Boreham Recreation Ground Charity (+ Emergency COVID-19)**– Councillors J Galley, D Crick and J Rice.
g) **Neighbourhood Plan** – Councillors J Galley, K Cherry, E Stammers and L Reed.

20/9. Standing Orders and Financial Regulations

IT WAS RESOLVED THAT both the Financial Regulations and Standing Orders were reviewed on 18th February 2019 (Minute SQ119 and SQ120 refers). The Standing Orders were amended to include new legislation and adopted by the Parish Council and there were no amendments to the Financial Regulations.

20/10. Appointment/Confirmation of Representatives on Outside Organisations

The following appointments were made / ratified:

a) **Association of Chelmsford District Parish Councils** – Councillor D Crick
b) **Village Hall Management Committee** – Councillor J Galley (ask Peter)
c) **Public Rights of Way Representative** – Mr C Andrew
d) **Public Transport Representative** – Councillor A Leach
e) **Twinning Association** – Vacant
f) **Emergency Planning Co-ordinator** – Councillor D Crick
g) **Chelmsford City Council Tree Wardens** – Councillor L Reed
h) **Butler Educational Trust** – Councillor Mrs K Cherry. It was noted that Councillor G Cooch had been co-opted independently to serve as a Trustee.
i) **Police Liaison** – Councillor J Galley
j) **Chelmsford City Council Parish Council Forum Meetings** – Councillor S Bass
k) **Bulls Lodge Quarry Liaison Meetings** – Councillors J Galley and A Leach
l) **Parish and Town Council Representatives on Chelmsford City Council Governance Committee** – L Reed

20/11. Asset Register

The Asset Register had been circulated for member's information. It was confirmed that the Asset Register had been updated.

20/12. Parish Council's Insurance Arrangements

In 2018 the Parish Council agreed to commit to a 5 year contract with Zurich Municipal. This is the third year of the contract and the insurance premium for the year is £2,244.60 up from £2,201.73. This was agreed to be an acceptable increase.

20/13. Annual Subscriptions

Members were circulated with a schedule detailing the annual subscriptions for which budgetary provision had been made. It was **RESOLVED** to pay annual subscriptions to the following bodies:

a) Association of Chelmsford District Parish Councils
b) Essex Association of Local Councils/NALC
c) Essex Heritage Trust
d) Rural Community Council of Essex
e) Centre Supporting Voluntary Action (previously Chelmsford Council for Voluntary Services)
f) Council for the Protection of Rural England
g) Chelmer Canal Trust
h) Friends of Historic Essex
i) Essex Playing Fields Association
j) Get Mapping
k) National Association of Allotments

20/14. Review of Parish Council's Complaints Procedure

Members had been previously circulated with the copies of the Complaints Procedure which had been adopted on 1 September 2003 and was based on the NALC Model. They confirmed the adequacy of the Procedure.

20/15. Review of the Parish Council's procedure for handling data under the new General Data Protection Regulations 2018

Members had been previously circulated with a copy of the GDPR which the council adopted in March 2019. It was confirmed that this policy was adequate.

20/16. Councillors' Reports

a) **City Councillor J Galley** CCC have not furloughed any of their staff. Most staff are working from home with skeleton staff in the office. Leisure Centres remain closed, but all parks remain open although the car parks are closed.

County Councillor J Spence

County Councillor Spence had sent his apologies and provided a report which had been distributed to all members of the council.

b) **Village Hall Management Committee**

The Village Hall has been closed since 23rd March 2020 due to the Covid-19 pandemic.

c) **Public Transport Representative**

As of 1 April, a concessionary charge will be made at the Park & Ride. Bus shelter refurbishments or new shelters are available.

d) **Speedwatch Representative**

No Speedwatch sessions have been held due to the Covid-19 pandemic.

e) **Other reports and questions**

There were no further reports or questions.

20/17. Clerks Report

The clerk asked whether the Litter Picker and Village Attendant should be asked if they would be happy to recommence work as well as the volunteer. It was agreed they could be asked if they feel comfortable to restart. A message would be published asking residents to abide by the social distancing rule if they see them working around the village.

20/18. Proposal: To approve a grant application of £500.00 to One Boreham

IT WAS RESOLVED THAT the parish council would award a grant of £500 to One Boreham in order to assist the Volunteer Group up and running.

20/19. Delegated Power to The Clerk during the Covid-19 Pandemic

IT WAS RESOLVED THAT the parish council would delegate power to the Clerk to make decisions on behalf of the Parish Council via email approval from a majority of councillors. In the absence of the Clerk, the delegated power will fall to the Assistant Clerk.

20/20. Financial Matters

a) **Budgetary control and accounts report**

Members were circulated with a Budgetary Control Report detailing the expenditure and income of the Greens Committee and the Finance Committee together with earmarked reserve transactions. The reports were noted and approved.

b) **Ratification and authorisation of payments**

It was resolved to accept the Accounts as drawn and ratification and authorisation was given for the cheques and payments listed in the report together with the transfer of funds between accounts.

c) **Receipts and Payments Account for the year ending 31 March 2020**

The clerk had distributed the Receipts and Payments Account for the year ending 31 March 2020.

d) **Community Infrastructure Levy (CIL)**

It was reported that the Parish Council had received a total of £89,100.32 in CIL monies during the year 2019/2020. During this year £35,522.69 of CIL monies has been spent on various projects (fencing, car park resurfacing). The council currently has £107,400.57 in the CIL reserve fund with another almost £60k due to be received. CIL money should now be moved to specific projects in the future.

There being no further matters for consideration, the Chairman thanked Members for their Attendance and declared the Meeting closed at pm.

Signed **Date**