Boreham Parish Council

Minutes of the Annual Parish Council Meeting of Boreham Parish Council
held at 7:30pm on Monday 10th May 2021 in the Goodwin Room of Boreham Village Hall

Present
Councillor J Galley (Chairman)
Councillor E Stammers
Councillor P Elkington
Councillor L Reed
Councillor A Leach
Councillor K Cherry
Councillor D Crick
Councillor G Cooch

Also in attendance: Mrs Lisa Miller (Parish Clerk), Mrs Jo Penson (Assistant Clerk)

21/1 Election of Parish Council Chairman
Councillor Galley was unanimously elected as Chairman.

21/2 Declaration of Acceptance
The Chairman signed the Declaration of Acceptance.

21/3 Election of Parish Council Vice Chairman
Councillor Crick was unanimously elected as Vice Chairman and signed the Declaration of Acceptance.

21/4 Apologies for Absence
Cllr Rice given his apology for absence which was accepted by the council.

21/5 Declarations of Interest
None were declared.

21/6 Public Participation Session
It was reported that the vegetation at the shops requires attention as well as the land by Coopers and it was agreed to ask David to trim it back.

A request has been received to move the War Memorial to somewhere more prominent within the village. It was agreed that the Parish Council would look at the possibility of moving it from its current location but we need to ask permission from the relevant authorities to do this as well as request permission from the land owner.

21/7 Minutes of the Parish Council Meeting held on 12th April 2021
The Minutes of the Parish Council Meeting on 12th April 2021 had been distributed and after a small amendment to the attendees, it was RESOLVED that they be signed as a true record of the meeting.

21/8 To appoint Members to the following Committees, Sub-Committees and Working Parties

a) **Greens Committee** – P Elkington, K Cherry, E Stammers, L Reed and D Crick
b) **Planning Committee** – J Galley, A Leach, P Elkington, K Cherry and D Crick
c) **Finance Committee** – G Cooch, J Galley, L Reed and A Leach
d) **Staffing Sub-Committee** – G Cooch, J Galley, P Elkington, E Stammers and A Leach
e) **Standing Order Sub-Committee** – J Galley, L Reed and D Crick

f) **Boreham Recreation Ground Charity (+ Emergency Covid-19)** – J Galley and D Crick
g) **Neighbourhood Plan** – J Galley, E Stammers and L Reed + J Penson
h) **Climate Crisis Working Party** – L Reed, J Galley + volunteers from the village. Terms of Reference to be agreed at the first meeting.

21/9 Standing Orders and Financial Regulations

IT WAS RESOLVED THAT both the Standing Orders and Financial Regulations were reviewed on 15th March 2021 and it was agreed that no amendments were needed at this time (Minute References 21/352 & SO132).

21/10 Appointment/Confirmation of Representatives of Outside Bodies

a) **Association of Chelmsford District Parish Councils** – Councillor D Crick
b) **Village Hall Management Committee** – Councillor P Elkington
c) **Public Right of Way Representative** – Chris Andrew (tel: 466103)
d) **Public Transport Representative** – Councillor A Leach
e) **Twinning Association Representative** – vacant
f) **Emergency Planning Co-ordinator** – Councillor D Crick
Deputy Emergency Planning Co-ordinator – Councillor K Cherry
g) **Chelmsford City Council Tree Wardens** – Councillor L Reed
h) **Butler Trust Representatives** – Councillor K Cherry, G Cooch (independently as Trustee)
i) **Police Liaison** – Councillor J Galley
j) **Chelmsford City Council Parish Council Forum Representative** – Councillor P Elkington
k) **Bulls Lodge Quarry Liaison Meeting Representative** – Councillors J Galley and A Leach
l) **Parish and Town Council Representative on Chelmsford City Council Governance** – Councillor L Reed

21/11 Asset Register

The Asset Register had been circulated for members information. It was confirmed that the Asset Register had been updated.

21/12 Annual Subscriptions

Members were circulated with a schedule detailing the annual subscriptions for which budgetary provision has been made. **IT WAS RESOLVED THAT** to pay annual subscriptions to the following bodies:

a) Association of Chelmsford District Parish Councils
b) Essex Association of Local Councils
c) Essex Heritage Trust
d) Rural Community Council of Essex
e) Chelmsford Council for Voluntary Services
f) Council for the Protection of Rural England
g) Chelmsford Canal Trust
h) Friends of Historic Essex
i) Essex Playing Fields Association
j) Get Mapping

21/13 To review the Parish Council's Policies and Procedures

The following Policy documents have been reviewed and it was agreed that no amendments were needed at this time:

a) Complaints Procedure
b) Health & Safety Policy
c) Child Protection Policy
d) General Data Protection Regulations

21/14 Councillors Reports

a) **City Councillor J Galley's Report.** Cllr Galley had nothing to report.
b) **County Councillor J Spence's Report.** Cllr Spence had given his apologies and noreport had been received.
c) **Village Hall Committee.** Nothing to Report.
d) **Transport Committee.** Nothing to report.
e) **Community Speedwatch**. Representative had sent apologies and no report received.
f) **Butler Trust –** The next meeting is 18th May 2021.

21/15 Clerk's Report

The Clerk reported that the Longfield Solar Farm had asked if they can use an area of the car park or the Recreation Ground for a public consultation meeting. The Clerk had forwarded the request onto the Village Hall.

It was reported that the old laptop and computer would be cleaned and wiped and then be offered to someone needy in the village.

21/16 Planet Art at the Bloor Homes Development

Alison Turnbull joined the meeting via Zoom to talk about the possibility of the Parish Council purchasing an additional piece of art for the village. It was agreed that a meeting would be arranged with Alison Turnbull to discuss the preferred options of art and to look at where they could be situated.

21/17 Youth Shelter

IT WAS RESOLVED THAT the Parish Council approve the quotation for a new youth shelter to be installed on the Recreation Ground. The agreed choice was for the Sovereign half pod shelter design at a cost of £5,559.04.

21/18 Howe & Co Fish and Chip Van

It was agreed that the mobile fish and chip van would be refused permission to trade from the Village Hall car park at the current time as until the Village Hall opens up again, it was impossible to determine how busy the car park would be. The owner would be asked to request permission in October once things get back to normal and an assessment of the impact can be ascertained.

21/19 Financial Matters

a) **Budgetary control and Accounts Report -** Members were circulated with budgetary control reports. Members approved the reports.
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 (appendix attached).
c) **Receipts and Payments for the year ended 31 March 2021.** The receipts and payments for the year 2020-2021 had been circulated prior to the meeting and were agreed to be complete and accurate.

21/20 Exclusion of the Public

A motion was agreed to exclude the Press and Public from the meeting to discuss the remaining items of the Agenda on the grounds of confidentiality under S.1 of the Public Bodies (Admission to Meetings) Act 1960.

There being no further matters for consideration, the Chairman thanked Members for their attendance and declared the Meeting closed at 9.37pm.