Boreham Parish Council

Minutes of the Annual Parish Council Meeting of Boreham Parish Council held at 7:30pm on Monday 9th May 2022 in the Goodwin Room of Boreham Village Hall

Present
Councillor P Elkington
Councillor L Reed (Vice Chairman)
Councillor A Leach
Councillor K Cherry
Councillor D Crick (Chairman)

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

The Clerk is making a recording of the meeting for the purpose of uploading onto the website for a period of six weeks. This recording is Minuted as the only true recording of the meeting.

22/1 Election of Parish Council Chairman
Councillor Galley had confirmed that he did not wish to stand for Chairman for the coming year due to his Mayoral duties. Councillor Leach nominated Councillor Crick to be the new Chairman and she was unanimously voted as Chairman.

22/2 Declaration of Acceptance
The Chairman signed the Declaration of Acceptance.

22/3 Election of Vice Chairman & Declaration of Acceptance
Cllr Reed was unanimously voted as Vice Chairman and signed the Declaration of Acceptance.

22/4 Apologies for absence
Cllrs Galley, Stammers and Toole had given their apologies and these were accepted by full council.

22/5 Declarations of interest
None were declared.

22/6 Public Participation
A resident has complained about the bus service in the village as they are so unreliable and not sticking to timetables. A resident has asked if the Parish Council could ask Lester to check the war memorial every once in a while.

22/7 Minutes of the Meeting held on 7th March 2022 and the Extraordinary Meeting held on 26th April 2022
The Minutes of the Parish Council Meeting on 7th March 2022 had been distributed and it was RESOLVED that they be signed as a true record of the meeting. The Minutes of the Extraordinary Meeting on 26th April 2022 had been distributed and it was RESOLVED that they be signed as a true record of the meeting.

22/8 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** – J Galley, L Reed and A Leach
d) **Staffing Sub-Committee** – 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, C Toole and L Reed + J Penson
h) **Climate Crisis Working Party** – L Reed, J Galley + volunteers from the village.

22/9 Standing Orders and Financial Regulations

IT WAS RESOLVED THAT both the Standing Orders and Financial Regulations were reviewed on 21st March 2022. It was agreed to make a small amendment to Section 3(l) of the Standing Orders and it was agreed that no amendments were needed to the Financial Regulations.

22/10 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** – Councillor C Toole
f) **Emergency Planning Co-ordinator** – Councillor D Crick
g) **Deputy Emergency Planning Co-ordinator** – Councillor K Cherry
h) **Chelmsford City Council Tree Wardens** – Councillor L Reed
i) **Butler Trust Representatives** – Councillor K Cherry, G Cooch (independently as Trustee)
j) **Police Liaison** – Councillor J Galley
k) **Chelmsford City Council Parish Council Forum Representative** – Councillor P Elkington
l) **Bulls Lodge Quarry Liaison Meeting Representative** – Councillors J Galley and A Leach
m) **Parish and Town Council Representative on Chelmsford City Council Governance** – Councillor L Reed
n) **Tweedy Almshouse in Stock** – ask Stock Parish Council to provide more information on what is required from a trustee.

22/11 Asset Register

The Asset Register had been circulated for members information. It was confirmed that the Asset Register had been updated but the Field Shelter and water storage at Chantry Field should be added.

22/12 Annual Subscriptions

Members were circulated with a schedule detailing the annual subscriptions for which budgetary provision has been made. **IT WAS RESOLVED THAT** the Parish Council would 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

22/13 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 – may need to review this policy now that we are recording our meetings.

There being no further matters for consideration, the Chairman thanked Members for their attendance and declared the Meeting closed at 19:56pm.