Boreham Parish Council

Minutes of the Annual Parish Council Meeting of Boreham Parish Council
held at 7:30pm on Monday 13th May 2024 in the Goodwin Room of Boreham Village Hall

Present
Councillor P Elkington
Councillor L Reed
Councillor A Leach
Councillor G Elson
Councillor G Dickson
Councillor E Stammers
Councillor L Miller
Councillor D Stocks
Councillor M Powell

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

City Councillors: James Raven

24/1 Election of Parish Council Chairman
Councillor Crick was nominated and voted by a unanimous vote to be elected as Chairman. Cllr Elkington thanked Cllr Reed for her dedication and hard work over the last year in her role as Chairman.

24/2 Declaration of Acceptance
The Chairman was unable to attend so will sign the Declaration of Acceptance in due course.

24/3 Election of Vice Chairman
Cllr Elkington was unanimously voted as Vice Chairman and the Declaration of Acceptance was duly signed.

24/4 Co-option of Councillor and Signing of Declarations of Acceptance
Gill Dickson was co-opted onto the Boreham Parish Council by unanimous vote and the Declaration of Acceptance was duly signed.

24/5 Apologies for absence
Cllrs Crick and Mills had given their apologies and these were accepted by full council.

24/6 Declarations of interest
Cllrs Elkington and Leach declared an interest in item 24/17 (Bowling Club).

24/7 Public Participation
No public were present. Cllr Leach reported that there were cars parked both sides of the road down by the bridge over the river and pedestrians walking in the road causing a real danger for cars trying to cross over the bridge. Although the yellow lines have been implemented over recent years, cars seem to ignore the lines. It was agreed to write to Cllr Spence and ask him if he can get the parking partnership to issue more tickets or whether he has any other suggestions.

It was reported that there was also vegetation down by Mill House that is now overgrown and causes a sight issue when crossing the bridge down by the river. It was agreed to write to the owner of Mill House and ask that she has the vegetation cut back.

Residents have raised the question on whether the bus will go through Boreham to the new station. Cllr Miller confirmed that she is in conversation with Cllr Hagland and is waiting for details on the buses that will travel to the station.

It was reported that there is a sign up on the parish office notifying the public that there is CCTV in operation.

24/8 Minutes of the Meeting held on 8th April 2024

The Minutes of the Parish Council Meeting on 8th April 2024 had been distributed and it was RESOLVED that they be signed as a true record of the meeting.

24/9 To appoint Members to the following Committees, Sub-Committees and Working Parties and Review the Terms of Reference

a) **Greens Committee** – P Elkington, E Stammers, L Reed, G Elson, D Stocks and M Powell
b) **Planning Committee** – A Leach, P Elkington, L Miller, G Elson and M Powell
c) **Finance Committee** – L Reed, M Powell, and A Leach
d) **Staffing Sub-Committee** – P Elkington, L Reed and A Leach
e) **Standing Order Sub-Committee** – M Powell, G Elson, A Leach and T Mills
f) **John Galley Memorial Ground Charity (+ Emergency Covid-19)** – P Elkington, E Stammers, L Reed, G Elson, D Stocks and M Powell
g) **Neighbourhood Plan** – L Reed and G Dickson
h) **Climate Crisis Working Party** – L Reed, P Elkington and T Mills + Volunteers from the village
i) **Boreham Bowling Club Working Party** – L Reed, M Powell, L Miller and P Elkington
j) **Parish Office Working Party** – M Powell, P Elkington and A Leach

The Terms of Reference have been reviewed, Cllr Reed suggested a few changes to all committees and will forward her comments on to the council.

24/10 Standing Orders and Financial Regulations

IT WAS RESOLVED THAT both the Standing Orders and Financial Regulations were reviewed on 18th March 2024 (Minute items 24/404 & SO150). It was agreed that no amendments were needed to both the Standing Orders and the Financial Regulations.

24/11 Appointment/Confirmation of Representatives of Outside Bodies

a) **Association of Chelmsford District Parish Councils** – Councillor L Reed
b) **Village Hall Management Committee** – Councillor P Elkington
c) **Public Right of Way Representative** – Chris Andrew (tel: 466103)
d) **Public Transport Representative** – Councillor G Dickson
e) **Twinning Association Representative** – vacant
f) **Emergency Planning Co-ordinator** – Councillor L Miller
g) **Chelmsford City Council Tree Wardens** – Councillor L Reed
h) **Butler Trust Representatives** – Councillor M Powell, G Cooch (independently as Trustee)
i) **Police Liaison** – Councillor A Leach
j) **Chelmsford City Council Parish Council Forum Representative** – Councillor P Elkington
k) **Bulls Lodge Quarry Liaison Meeting Representative** – Councillor A Leach
l) **Parish and Town Council Representative on Chelmsford City Council Governance** – Councillor T Mills
m) **Tweedy Almshouse in Stock** – Cllr P Elkington
n) **Chelmer Valley Landscape Group** – Cllr L Reed

24/12 Asset Register

The Asset Register had been circulated for members information. It was confirmed that the Asset Register had been updated accordingly with any new assets.

24/13 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

24/14 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
e) Risk Management Policy
f) Media Policy
g) Recording of Meetings Policy

There being no further matters for consideration, the Chairman thanked Members for their attendance and declared the Meeting closed at 8.25pm.