Boreham Parish Council

Minutes of the Annual Parish Council Meeting of Boreham Parish Council held at 7:30pm on Monday 12th May 2025 in the Goodwin Room of Boreham Village Hall

Present
Councillor P Elkington
Councillor L Reed
Councillor A Leach
Councillor G Elson
Councillor D Stocks
Councillor M Powell
Councillor K Rounce

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

City Councillors: James Raven

25/1 Election of Parish Council Chairman
Councillor Elkington was nominated and voted by a unanimous vote to be elected as Chairman.

25/2 Declaration of Acceptance
The Chairman duly signed the declaration.

25/3 Election of Vice Chairman
Cllr Dickson was unanimously voted as Vice Chairman, as she was not in attendance the declaration will be signed in due course.

25/4 Apologies for absence
Apologies had been received from Cllrs Miller, Mills and Dickson and these were accepted by full council.

25/5 Declarations of interest
Cllrs Elkington and Leach declared an interest in item 25/17 (Bowling Club).

25/6 Public Participation
No public were present. Cllr Elkington thanked Cllr Reed for organising a successful May Fayre.

25/7 Minutes of the Meeting held on 7th April 2025
The Minutes of the Parish Council Meeting on 7th April 2025 had been distributed and it was RESOLVED that they be signed as a true record of the meeting.

25/8 To appoint Members to the following Committees, Sub-Committees and Working Parties and Review the Terms of Reference

a) **Greens Committee** – P Elkington, L Reed, G Elson, D Stocks and M Powell
b) **Planning Committee** – A Leach, P Elkington, L Miller, G Elson, K Rounce and M Powell
c) **Finance Committee** – P Elkington, L Reed, M Powell, G Dickson and A Leach
d) **Staffing Sub-Committee** – P Elkington, L Reed, G Dickson and A Leach
e) **Standing Order Sub-Committee** – M Powell, G Elson, A Leach and K Rounce
f) **John Galley Memorial Ground Charity (+ Emergency Covid-19)** – P Elkington, L Reed, G Elson, D Stocks and M Powell
g) **Neighbourhood Plan** – L Reed, K Rounce and G Dickson
h) **Climate Crisis Working Party** – L Reed, P Elkington, K Rounce + 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
k) **Chantry & Chase Field Sub-Committee** – P Elkington, L Reed, M Powell, G Dickson, G Elson & A Leach

The Terms of Reference had been reviewed last year but needed formal approval which would take place by next meeting.

25/9 Standing Orders and Financial Regulations

IT WAS RESOLVED THAT both the Standing Orders and Financial Regulations were reviewed on 17th March 2025 (Minute items 25/421 & SO156). There were new Financial Regulations recommended by the NALC and these were adopted by the Parish Council at the March meeting and it was agreed that two minor wording amendments were needed to the Standing Orders in Sections 18(c) & (f) of the Standing Orders.

25/10 Appointment/Confirmation of Representatives of Outside Bodies

a) **Association of Chelmsford District Parish Councils** – Councillor P Elkington
b) **Village Hall Management Committee** – Councillor G Dickson
c) **Public Right of Way Representative** – Chris Andrew (tel: 466103)
d) **Public Transport Representative** – Councillor G Dickson
e) **Twinning Association Representative** – Councillor K Rounce
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
o) **Longfield Solar Farm Group** – Cllr P Elkington & Cllr Linda Reed

25/11 Asset Register

The Asset Register had been circulated for members information. This was reviewed earlier in 2025 as the council moved all assets on the Recreation Ground to the John Galley Memorial Charity Ground Charity and it was therefore confirmed that the Asset Register was up to date.

25/12 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

24/13 **<u>To review the Parish Council's Policies and Procedures</u>**

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
h) Bio Diversity Statement – to be reviewed once the long term future of Chantry & Chase Field has been decided.

There being no further matters for consideration, the Chairman thanked Members for their attendance and declared the Meeting closed at 8.15pm.