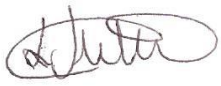
BOREHAM PARISH COUNCIL

Boreham Parish Office, Main Road, Boreham, CM3 3JD
Phone No: 01245 469941
E-mail: parishclerk@boreham-pc.gov.uk

6th May 2026

To Members of the Parish Council

You are hereby summoned to attend the Annual Meeting of Boreham Parish Council at **7.30 p.m.** on Monday 11th May 2026 in the Goodwin Room at the Village Hall for the purpose of transacting the following business: (The regular parish council meeting will continue on from this meeting).



…… Mrs L Miller Clerk to the Parish Council

AGENDA

Anyone wishing to record either of these meetings should let the Parish Clerk or Chairman know before the meeting commences and you will be shown the designated recording area. Please refer to our Recording of Meeting policy so you are aware of what is and is not permitted. The Clerk will make the only true recording of the meeting and this will put on the website for a short period of time.

26/1. To elect a Parish Council Chairman.

26/2. To receive the Chairman's Declaration of Acceptance of Office.

26/3. To elect a Parish Council Vice-Chairman and signing of the Declaration of Office.

26/4. To accept apologies for absence.

25/5. To accept Councillors' declarations of interest:
All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest.

26/6. Public Participation Session (limited to 20 minutes subject to the Chairman's discretion).

26/7. To confirm the Minutes of the Parish Council Meeting held on 13th April 2026.

26/8. To appoint Members to the following Committees, Sub-Committees and Working Parties and approve or review the Terms of Reference where necessary:

a) Greens
b) Planning
c) Finance
d) Staffing Sub-Committee
e) Standing Order Sub-Committee
f) Boreham Recreation Ground Charity
g) Neighbourhood Plan
h) Climate Crisis Working Party
i) Boreham Bowling Club Working Party
j) Parish Office Working Party – to disband this working party as this project is complete.
k) Chantry & Chase Field Sub-Committee – to disband this sub-committee until the Bowling Club purchase has been completed and the council will be in a better position to decide the future use of Chantry Field.

26/9. To confirm that the Standing Orders and Financial Regulations have been reviewed / adopted as required.
Both Financial Regulations and Standing Orders were reviewed on 16th March 2026 (Minute Items 26/439 & SO162. There was no amendments made to the Financial Regulations but two wording changes to the Standing Orders in Sections 14 & 18 as recommended by the NALC.

26/10. To appoint / confirm representatives to the following outside organisations, meetings etc.

a) Association of Chelmsford District Parish Councils
b) Village Hall Management Committee
c) Public Right of Way Representative
d) Public Transport Representatives
e) Twinning Association
f) Emergency Planning Co-ordinator – COVID-19
g) Chelmsford City Council Tree Wardens
h) Butler Educational Trust
i) Police Liaison

j) Chelmsford City Council Parish Council Forum Meetings
k) Bulls Lodge Quarry Liaison Meetings.
l) Parish and Town Council Representatives on Chelmsford City Council Governance Committee
n) Tweedy Almhouses

26/11. To confirm the Asset Register has been reviewed / updated as required.
See Asset Register 2026 attached for both Recreation Ground and other areas.

26/12. To consider payment of annual subscriptions and contributions to the following organisations:
a) Association of Chelmsford District Parish Councils
b) Essex Association of Local Councils or Council Wise?
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) Chelmer Canal Trust
h Friends of Historic Essex
i) Essex Playing Fields Association
If the council is subscribing but not using their services councillors should consider whether to continue to subscribe

26/13. To review the Parish Council's Policy and Procedure Documents as follows:
a) Complaints Procedure
b) Grievance Procedure
c) Health & Safety Policy
d) Child Protection Policy
e) General Data Protection Regulations
f) Risk Management Policy
g) Media Policy
h) Recording of Meetings Policy
i) BioDiversity Statement
j) Equality Statement

This will end the Annual Parish Council Meeting

There will be a short pause before the May Parish Council meeting commences.

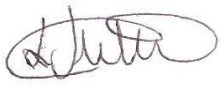
BOREHAM PARISH COUNCIL

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Phone No: 01245 469941
E-mail: parishclerk@boreham-pc.gov.uk

7th May 2023

To Members of the Parish Council

You are hereby summoned to attend the Annual Meeting of Boreham Parish Council at **7.30 p.m.** on Monday 12th May 2025 in the Goodwin Room at the Village Hall for the purpose of transacting the following business: (The regular parish council meeting will continue on from this meeting).



…… Mrs L Miller Clerk to the Parish Council

AGENDA

26/14. To receive and consider Councillors' reports and questions as follows:
- a) City Councillor J Raven.
- b) County Councillor.
- c) Parish Council's representative on the Village Hall Management Committee.
- d) Public Transport Representative.
- k) Speed Watch Representative.
- l) Climate Crisis Working Party
- m) Butler Trust
- n) Other reports and questions.

26/15. To receive and consider the following Committee Minutes previously circulated:
- a) Planning Committee Meeting held on 13th April 2026

26/16. To receive the report of the Clerk on matters not covered elsewhere on the agenda.

26/17. Old Office Site
Proposal: To use the concrete base as a picnic area. Cllr Stocks has sourced a couple of picnic benches for the area. To lay new turf around the outer perimeter of the concrete and seed some of the area as well if necessary.

26/18. Village Hall Car Park Soakaway
To approve quotation to repair the soakaway located in the car park due to flooding when it rains. Two options offered for the repair (see attached).

26/20. To approve the council insurance renewal
To formally approve that the parish council's insurance renewal with Zurich with a three year term contract after seeking a second quotation from another competitor which did not come in any cheaper than the £2826.27 quoted by Zurich.

26/21. To approve the Internal Auditor for 2026/2027
Heather Heelis is the current Internal Auditor and has carried out the Internal Audit since 2017.

26/22. Membership to EALC/NALC or Council Wise
To consider whether to renew membership with the EALC/NALC at an annual cost of £805.76 or to join the new Council Wise at a cost of £300.

26/23. Grass Cutting Contract
To formally approve the grass cutting contract awarded to Wallace Arboriculture for the next 3 years following the tender process and recommendation by the Greens Committee.

26/24 Financial Matters:
- a) To receive budgetary and accounts reports.
- b) To ratify and authorise payments.
- c) To approve the Receipts and Payments Account for the year ended 31 March 2026.
- d) To acknowledge receipt of the 1st Instalment of the Precept - £66,063.00

The proposed date and time of the next Parish Council Meeting of Boreham Parish Council is at 7.30pm on Monday 8th June 2026.