

Boreham Parish Council

Minutes of the Joint Meeting of the Finance and Greens Committees of Boreham Parish Council held in the Village Hall Boreham at 7:30 pm on Monday 17 November 2014.

Present

Councillor S Bass
Councillor A Chinery
Councillor G Cooch
Councillor P Joughin
Councillor S Harris
Councillor J Galley

Also in attendance: Mrs Jackie Lane (Parish Clerk) and Mrs Daniela Crick (Minute Secretary) and Sarah Fisk Manager from Small Steps Pre-school.

Before the formal business of the meeting the local area coordinator from Witham First Responders presented the new defibrillator to Zulu 55, The Boreham First Responders Group. Press Release photographs were taken. Carl Carrington – training officer for the area thanked the Parish Council for funding a new defibrillator for Boreham

G833/F252 Appointment of Meeting Chairman

Councillor J Galley was unanimously appointed as Meeting Chairman.

G834/F253 Apologies for Absence

Apologies had been received from Councillor L Mann and Councillor R Munnery

G835/F254 Declarations of Interest

There were no declarations of interest.

G836/F255 Dispensation Requests

There were no dispensation requests.

G837/F256 Public Participation Session

Sarah Fisk, manager of Small Steps pre-school provided copies of the Pre-school Statutory framework for members' information, which sets out why they had to provide all year round outdoor play regardless of the weather conditions. She advised that they cannot use the existing area as it contains play equipment that they do not consider safe or suitable during wet days. The pre-school would also prefer a dedicated area for 'messy experiences' (sand and water). She stressed that some of their children do not have access to outside space at home, so it is essential that it is provided at the pre-school.

Members asked for clarification on the following points:

- a) Choice of fence and gate. It was confirmed that the new fencing would match the fence and gate of the existing play area.
- b) Maintenance of area when then the school is not in operation. Small Steps pre-school undertake to maintain the area outside of term time.
- c) Storage of planters. Plants in pots would remain in situ during term time. They would be removed in school holidays.
- d) Public access. The public could have access to the area when the pre-school is closed.
- e) What risk assessment would be carried out? A generic risk assessment would be undertaken for the area and in addition there would be risk assessments for each activity.
- f) Fire Exit restrictions. The gate would be outward opening and allow disabled exit.

Finance Committee

G838/F257 Appointment of Finance Committee Chairman

Councillor J Galley was unanimously appointed as Finance Committee Chairman

G839/F258 Minutes of the Finance Meeting (joint with Greens Committee) held on 18 November 2013

The Minutes of the Meeting held on Monday 18 November 2013 had been previously distributed. It was RESOLVED that the Minutes be signed as a true record of the meeting.

Greens Committee

G840/F259 Appointment of Greens Committee Chairman

Councillor S Harris was unanimously appointed as Greens Committee Chairman

G841/F260 Minutes of the Greens Committee Meeting Held on 15 September 2014

The Minutes of the Greens Committee Meeting held on 15 September 2014 had been previously distributed. It was RESOLVED that the Minutes be signed as a true record of the meeting.

G842/F261 Parish Footpaths Map

An update report had been provided, the contents of which were noted. Andy Piercy had provided the words and relevant photographs for the walks and the leaflet was now ready for a first draft. The Clerk would seek additional Sponsors as soon as the draft leaflet is available.

G843/F262 Small Steps Pre-school – Request for a fenced off area at the rear of the village hall.

The Parish Council had previously agreed in principal to the request subject to certain conditions being met (minute 2575 refers). Following an informal meeting with the VHMC to discuss concerns raised, a report had been circulated to members for their consideration.

Daniela Crick (Minute secretary) Secretary on the Village Hall Management Committee was asked to speak to clarify the VHMC position. She gave a brief explanation that the VHMC believe there are adequate facilities already available; this request is not a requirement from Ofsted but a recommendation to improve their rating; they would prefer not to have a restriction on the exit from the fire door.

Taking into consideration comments made by Sarah Fisk Small Steps Pre-school Manager, a general discussion took place.

It was agreed to uphold the decision made at the Parish Council meeting on 1 September 2014 which agreed that there was no objection in principal to the Small Steps Pre-School's proposal subject to the four conditions being met.

G844/F263 Recreation Ground

- a) **Litter Bins** –A plan of the recreation ground showing current bin locations and suggested sites for new bins was circulated to members. Concern was raised that if the bins were placed too close to the Dog litter bins that dog litter would be placed in the litter bins. Members agreed to proceed with the purchase of two bins at a cost of £95.41 each and place them at the suggested sites (majority vote in favour, one vote against)

- b) **Development Pitch** – Boreham Village Youth Football Club had advised that Chase Field would not be suitable for their use and an alternative site is therefore needed. Members had been circulated with emails from the Chairman of the Boreham Village Youth Football Club from which it was noted that the club would like to pursue the possibility of using Chantry Field. Members noted that the condition of Chantry Field was far worse than Chase Field and it was not considered a suitable area for football. Chase field could be walked to by the youth footballers whereas Chantry Field would require transportation and had no parking facilities. It was therefore AGREED to advise the Youth Football Club that the Parish Council recommends that Chase Field be used by Boreham Village Youth Football Club for junior football practice and matches.

G845/F264 Grounds Maintenance

It was noted that there had been delays in carrying out the maintenance this year by Chelmsford City Council and they had offered to either do an additional free maintenance visit or a reduction in the annual bill.

Councillor Galley declared an interest as Cabinet Member for Finance at Chelmsford City Council.

Members agreed to accept the offer of a reduction in price for the maintenance of rose beds and shrub beds this financial year. It was suggested that the spring visit should be booked just before the Open Gardens take place over the weekend of 13/14th June 2015.

G846/F265 Open Space, Sport and Recreation – Town and Parish Councils – Needs and Aspirations – Chelmsford City Council Area

Members were asked to complete the form and return to the clerk with any suggestions.

G847/F266 Reports from the following Working Groups on items not covered elsewhere on the Agenda

a) Village Sign Working Group

The Clerk has advised that the quote had been accepted and a start date was currently awaited.

b) Recreation Ground Working Group

Councillors were concerned that the football games went ahead even though the pitches were very wet. This would be monitored to ensure there is no long term damage to the pitches. Councillor A Chinery agreed to join this working group.

c) Chantry Field working Group.

The Clerk is currently waiting for a valuation from Fenn Wright.

G848/F267 Report from The Clerk on matters not covered elsewhere on the Agenda.

- 1) The Clerk advised that the Playground Supervisor requires a new electric drill. Members agreed to authorise a budget of £100 to purchase a new drill and batteries.
- 2) Chelmsford City Council will be on Boreham Recreation Ground from 8am until midday on Monday 24th November to raise awareness of the anti-dog fouling campaign.
- 3) The Dog litter bag dispenser had been delivered and would be installed near the gate close to the basketball court in the near future.

Joint Finance and Greens Committee

G849/F268 Village Fund

It was agreed that a formal working group should be established to discuss the best use of the village fund for the benefit of the Boreham community. This matter would be on the Parish Council Agenda for the meeting on 1 December 2014.

G850/F269 Proposed Revised Estimates for 2014/15 and Original Estimates for 2015/16

Members had been circulated with a revised estimates summary for 2014/15 and proposed estimates summary for 2015/16, copies of which are set out in APPENDIX 1 to these Minutes. Councillor J Galley had examined, and was satisfied with, the detailed working papers that supported the summaries.

Members discussed the proposed 2015/16 estimates. Councillor J Galley explained that it is expected that the Grant from Central Government would be reduced by approximately 16%, and therefore the grant going to the Parish Councils would be reduced by the same amount. The proposed 2015/16 estimates had been based on the current budgets with an allowance for a 'Pay and Prices' increase of 2% where relevant. An additional amount of £5,000 had been included for the play equipment at Chase Field, and a sum of £2,754 had been included for elections.

The proposed total revised estimate for 2014/15 was total net expenditure of £68,875 (original budget of £82,495, a transfer to reserves of £16,900 being the sum budgeted for the PSCO, transfer from reserves of £3,280 plus a temporary transfer from reserves of £7,465 to meet the cost of the works to the Chantry Field Sewage Treatment Plant, and additional income of £7,465 being the recharges for the Chantry Field Sewage System additional maintenance work).

It was AGREED to RECOMMEND to the Parish Council:

(i) that the Revised Estimate for 2014/15 in the sum of £68,875 be agreed and that, for the financial year 2015/16, an estimate of £39,523 for the Finance Committee, an estimate of £41,977 for the Greens Committee, making a total 2015/16 estimate figure of £81,500 be agreed;

(ii) that as set out in the detailed estimate working papers, provision would be made for the Parish Council to meet the cost of the maintenance of the churchyard and its extension (by the Parish Council's ground maintenance contractor) for the forthcoming year.

G851/F270 Appointment of Internal Auditor

Despite her best efforts the Clerk had been unable to obtain any further quotations from internal auditors on the list supplied by the Essex Association of Local Councils. Members noted the Clerk's endeavours and in light of the fact that the Internal auditor Helen Heelis had received positive recommendations from other local Parish Councils, members agreed to appoint her as Internal Auditor at a cost of £215 inclusive of travel per internal audit. The matter would be reviewed following the receipt of the first internal audit report from Ms Heelis.

G852/F271 To receive a motion to exclude the Press and the Public from the following agenda item on the Grounds of Confidentiality under S.1 of the Public Bodies (Admissions to Meetings) Act 1960

This was unanimously agreed.

G883/F272 Chantry Field

It was noted that the second valuation report from Fenn Wright had not yet been received. An email received from Network Rail was noted. It was AGREED that this matter would be discussed at the next Full Council Meeting on 1 December 2014 when it is anticipated that the Parish Council would be in receipt of the second valuation report.

There being no further matters for consideration, the Chairman thanked Members for their Attendance and declared the Meeting closed at 9.08 pm.