

Council will enquire about enforcement in relation to the yellow lines in the area and also in relation to the possibility of a school crossing patrol.

Another resident reiterated concerns about the condition of the wedge.

23.24/229: To receive the following Reports

23.24/229.1 Report from County Councillor

None present.

23.24/229.2 Report from City Councillor

Councillor Sullivan advised that she is awaiting the outcome of the parking consultation in the older areas of Beaulieu and advised that as a result of her involvement with the Mid and South Essex Foundation Trust, she has asked that the Parish sector be involved in consultations in connection with the hospitals run by that Trust including Broomfield Hospital.

23.24/229.3 Report from Councillors regarding attendance at external meetings

Councillors Jeffries and Drew-Smith had attended the Councillor drop in session and the content of the discussions was noted. In particular it was noted that the planning committee had raised various issues in relation to the Dunmow Waste site planning applications.

23.24/229.4 Executive Officer report

The Executive Officer reported that a free portrait of the King has been ordered. She had attended a meeting alongside the Chair with members of Hemel and Dacorum Councils who are interested in Garden Communities. A liaison meeting is being arranged with the Chelmsford Garden Community Trust. She attended a meeting alongside Councillors with Halley Developments and had reported to Councillors in relation to further details of their development proposals. The Love Your Parish clean up where the City Council provide more resources to clean the area will take place in this area on 23rd May and a street cleaning vehicle will attend. The Executive Officer and Community Engagement officer had met with the PA to the Mayor of Chelmsford and assistance will be offered for the D Day event. The deadline for the Council's article for local magazines is next week so if Councillors have any contributions they should be provided to the Community Engagement Manager by next Monday.

23.24/230: Committee Reports

The draft minutes of the planning committee meeting held on 14th March 2024 were **noted** and the draft minutes of the Communication committee meeting held on 28th March 2024 were also **noted**.

23.24/231: Financial report

23.24/231.1 To receive the bank reconciliation statement and summary of income and expenditure for financial year 2023 – 2024

The bank reconciliation statement calculated to 31st March 2024 together with a summary of income and expenditure for the year were **noted and accepted**.

23.24/231.2 To receive report and approve money received and paid

The following receipts and payments were **noted and approved**:

Receipts	£	VAT	Total
31/3/24 Unity Trust bank interest			207.07

Payments

Payments made since last meeting in accordance with annual schedule

On 25th March 2024

Salaries and expenses			4,249.94
HMRC (PAYE March)		1,133.33	
Essex Pension Fund (March.)			1588.77

Direct Debits

31/3/24 Unity Trust bank charges			22.50
2/4/24 EE (mobile phone)	37.66	7.53	45.19

Payments to be made

K&M Property	service charge	2,719.80	679.95	3,399.75
Engagement Manager	Office Chair	49.99	10.00	59.99
Engagement Manager	food for Assembly	172.00	0.00	172.00
CGC Trust	Room hire x4 for April	80.27	16.05	96.32
Richard Edwards	payroll services	90.00	18.00	108.00
EALC	annual subscription	958.34	0.00	958.34
Tiptree Patisserie	Cakes for Assembly	41.00	0.00	41.00

23.24/231.3 To agree list of regular payments for financial year 2024-2025

The schedule of regular payments under financial regulation 5.6 was **agreed** as follows:

Payee	Purpose	Frequency
All current employees	salaries	monthly
HMRC	Any income tax and National insurance contributions due for employees	monthly
Essex Pension Fund	Pension contributions due to the fund in relation to employees	monthly
Chelmsford Garden Community Trust	Hall hire fees	monthly
Richard Edwards	Payroll provision	quarterly
Information Commissioner's office (ICO)	Registration fee	annually
EALC	Subscription	annually

23.24/231.4 To receive report on printing costs

There was a discussion on what could be purchased for the Community Engagement Manager in relation to printing needs and it was **agreed** to review the amount of printing carried out at a future meeting prior to deciding on what is required.

23.24/231.5 To agree costs of staff members attending First Aid course

It was noted that EALC run a certified First Aid course in October and the cost was noted. It was considered beneficial for officers to obtain the certification so it was **agreed** that places may be booked on the course for the Executive Officer and the Community Engagement Manager.

23.24/232: To receive Community Safety update following working group meeting.

Following the Executive Officer's attendance at the Police Expo, Councillors had considered various issues, resources and information that had been forthcoming from that event and a report was provided with recommendations which were **accepted** by Councillors.

23.24/233: Open Space issues

23.24/233.1 To receive report regarding engagement with Chelmsford City Council regarding The Wedge.

It was noted that there have been meetings between Councillors and a City Councillor and that a meeting is being arranged with officers and a City Councillor to

investigate how to progress this issue and the outcome will be reported at a future meeting.

23.24/233.2 To consider the issue of Wayfinding signs adjacent to Channels Park.

There was a discussion in relation to the fact that pedestrians are walking along the busy Channels Drive rather than use the paths within Channels Park which is dangerous and it appeared that some people may not be aware of the path in the park. There was a general discussion about signage generally in the area. It was noted that google maps appears to direct pedestrians along Channels Drive so enquiries will be made as to how to update Google maps and OS and to consider the issue of signage in the Parish in more detail at a future meeting.

23.24/233.3 To consider response from Boreham Parish Council in relation to future maintenance of the Boreham Airfield War Memorial

It was **agreed** to try and set up a meeting between Councillors at this Council and Boreham Parish Council to discuss this issue.

23.24/233.4 To discuss litter and litter picking issues in the area.

Following a discussion in relation to litter it was noted that any issues in relation to litter particularly in social housing areas should be reported as action cannot be taken unless the housing association is aware and the Executive Officer was asked to obtain a list of all housing associations operating in the Parish.

23.24/234: To consider report on draft emergency plan

The report regarding the draft emergency plan was considered and the points made were accepted and it was considered that the school, the Community Centre and the Falcon Bowls club may be suitable to be rest centres. A draft plan will be drawn up for consideration at a future meeting.

23.24/235: To receive Health and Wellbeing update

23.24/235.1 To consider progress of scoping work in relation to Park Run

Some Councillors had attended an online session with a gentleman who had scoped Park Run in this area and he had provided a comprehensive update on the issues that had arisen. Upon consideration of the points raised at the meeting it was **agreed** that at this precise point in time the Council considers that a Park Run will not be feasible and thus will not progress any further scoping work at this point in time. It was **agreed** to let Chelmsford City Council know of this decision due to their involvement in the process. As development in the area progresses the issue can be considered again in the future. The Council will consider other options in the meantime including the possibility of an annual event.

23.24/235.2 To receive report regarding recent engagement with the ICB and next steps in relation to the Health and Wellbeing strategy.

Councillor Williamson and the Executive Officer had met with a representative of the Neighbourhood team of the ICB and the Executive Officer had attended a separate

session for stakeholders the following day. It was noted that there is a need to distil the wealth of information into a plan and strategy so another working group meeting will be convened to discuss the issue in more depth and bring recommendations to Council for consideration.

23.24/236: To consider issue of speeding in the Parish and any actions to take at this point in time.

Speeding issues were discussed and it was noted that many roads are yet to be adopted which will delay applications to the highway authority. The activities of the local speed watch group were noted. It was **agreed** to approach the Police to request speed enforcement action in hotspot areas and that Councillors should identify any such areas for attention.

23.24/237: To consider the formal nomination for a charity for a collection at the D Day event.

A number of suggestions had been made regarding the nomination of a charity to attend the D Day event in June. There was further discussion with suggestions that a military charity or Royal British Legion may be suitable. There was also a suggestion that it may be appropriate to nominate the Chelmsford Garden Community Trust. To enable Councillors to consider the issue it was **agreed** to defer a decision to the May meeting.

23.24/238: Any matters for next agenda

It was noted that the Annual Assembly will be taking place on 18th April and that lanyards will be ordered to aid the meet and greet section of the meeting. The Annual Council meeting will then be taking place on 2nd May.

Meeting concluded at 9.08pm