

**MINUTES OF GALLEYWOOD PARISH COUNCIL
HELD AT THE KEENE HALL, GALLEYWOOD
ON MONDAY 7 APRIL 2008 AT 7.00PM**

This document is the Clerk's record of the Council Meeting, formal acceptance will take place at the next Council Meeting

1. RECORD OF COUNCILLORS PRESENT

Cllr John Turkentine (Chairman), with Cllr Bob Villa (Vice Chairman), Cllr Mrs June Baker, Cllr Chris Dicks, Cllr Neville Paul, Cllr Mrs Janette Potter, Cllr David Stevenson and Cllr Roy Van Tromp.

2. APOLOGIES AND REASONS FOR ABSENCE

Cllr Bob Harman due to annual leave.

3 DECLARATION OF INTERESTS

Cllr Roy Van Tromp with respect to the interest declared in the Minutes of the Finance and Resources Committee Meeting held on 19 March 2008.

4. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA (5 Members of the public present)

4.1 Mrs Rachel Foster Referred to a letter sent by the Jubilee Park Pre-School. The Chairman and Clerk stated that this had not been received in the Galleywood Parish Council Office. Mrs Foster thereby read a "Statement of Intent" headed Jubilee Park Pre-School, 7 April 2008. A copy was handed to the Clerk at the meeting. The Jubilee Park Pre-School are seeking a written letter of support from GPC to include with their future grant applications. During questions raised by Councillors, Mrs Foster confirmed that : a) the proposed Pre-School would be available for other community uses outside Pre-School hours; b) to date no grant application forms have been formally completed; c) intention is to provide a building for the whole community. Cllrs requested that Mrs Foster forward a copy of her original letter to the Clerk and provide an up-to-date Business Plan in advance of the next Council meeting. *Action : Clerk to place on Agenda for meeting on 12 May 2008.*

4.2 Mr Daniel Blake Sends his son to the Jubilee Park Pre-School stated as a parent, that the Jubilee Park Pre-School provides high quality child care at a reasonable cost, which enables more people to re-enter the labour market. Mr Blake felt that this facility would help the wider community and urged Cllrs to look at the social impact.

5. ELECTION OF TRUSTEE TO THE KEENE HALL 282025

No nominations were forthcoming. The Chairman stated that the election of all nominees to The Keene Hall would take place at the Annual Council meeting on 12 May 2008.

6. MINUTES/NOTES OF MEETINGS (IN DATE ORDER)

6.1 MINUTES OF THE COUNCIL MEETING HELD ON 3 MARCH 2008 AND ANY MATTERS ARISING

The Minutes were proposed as a true record of the meeting by Cllr Neville Paul, seconded by Cllr Roy Van Tromp and agreed. The Chairman signed the Minute Book. The Clerk's Matters

Arising Report had been circulated, the following comments were made :

- **EALC Local Strategic Steering Committee Meeting – Tuesday 5 February 2008** *Action: Clerk to check if minutes have been received.*
- **ECC Mid Area Highways Meeting** A quadripartite meeting with representatives from ECC, CBC and CHP would be chaired by GPC on 11 April 2008.
- **CBC Summer Activity Days** Clerk to include the two large litter bins on Galleywood Common on the list of GPC grant assisted projects. *Action : Aim to complete by 12 May 2008.*
- **Ratification of Bills Paid** Final meter readings had been taken on 31 March 2008 when GPC's responsibility for payment of utility accounts for the Keene Hall would close and be taken over by The Keene Hall. Amended invoices would be received in due course. An error was noted in the Minutes. BT was amended to read British Gas and the Chairman and Clerk initialled the Minute book.
- **Amendment to Galleywood Parish Council's Financial Regulations** The matter had been taken to the Finance & Resources Committee on 19 March 2008 where it had been agreed that the Chairman and Vice Chairman of that Committee would completely review the Regulations. *Action : In the process of amendment and would be taken to the next F&R Committee on 24 April 2008.*
- **Minutes of the Finance and Resources Committee Meeting held on 24 January 2008 and 21 February 2008** The Chairman, Vice Chairman and Clerk would attend a Surgery at EALC on 14 April 2008 to obtain definitive guidance which would be conveyed to all Cllrs.
- **Jubilee Park Pre-School** Taken under Agenda Item 4.
- **A12 Corridor ECC** Cllr Bob Harman had attended the meeting on 25 March 2008.
- **St George's Day 23 April 2008** The St George's Day flag would be flown. *Action : Clerk to organise.*
- **New Light outside Rous Cottage, Galleywood Common** Would be taken to the Finance and Resources Committee on 24 April 2008.

6.2 MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT COMMITTEE MEETINGS HELD ON 6 AND 20 MARCH 2008

Cllr Roy Van Tromp raised an issue with regard to being able to discuss items from the said Committee meetings at the full Council meeting. For some Cllrs this was the only chance to raise issues. The Chairman stated that the two sets of Committee Minutes were brought to the Council for agreement as they had both been signed at Committee level. Any matters outside the Committee's remit should be placed on the full Council Agenda for discussion. The Chairman stated that following guidance from EALC and review of Standing Orders, any changes

to the tabling and agreeing of Committee Minutes would be taken to Cllrs for review.

6.3 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 13 MARCH 2008 Taken as agreed.

6.4 MINUTES OF THE EXTRAORDINARY MEETING HELD ON 13 FEBRUARY 2008 The Minutes were proposed for ratification by Cllr Mrs Janette Potter, seconded by Cllr Bob Villa, and agreed.

6.5 MINUTES OF THE FINANCE & RESOURCES COMMITTEE HELD ON 19 MARCH 2008 An error under 10.1 regarding Cllr Roy Van Tromp returning to the meeting would be addressed at the Finance and Resources Committee meeting on 24 April 2008.

7. CORRESPONDENCE

7.1 Mr Ray Thorne An acknowledgement card in grateful thanks for the bouquet of flowers sent by GPC, in memory of ex-Councillor Mr Ray Thorne, was tabled.

7.2 Retirement Policy It was agreed that the Clerk and a Cllr attend a forthcoming EALC briefing on the production of Retirement Policies. *Action : Clerk.*

7.3 Mr David Stacy A letter from Mr Stacy dated 17 March 2008 (forwarded to Cllrs) was tabled. After 21 years, Mr Stacy is resigning from the recording of the Galleywood Diary. *The Chairman agreed to bring forward the matter to Agenda Item 10.*

7.4 24/7 Health in Mid Essex – Launch of a Discussion Document *Action : Forward papers to Mr Ken Edwards for comments.*

7.5 CBC's Graffiti Training Course GPC hold a graffiti removal kit. Cllrs expressed concern that the responsibility for training parishioners on how to use the graffiti removal kit, would be passed on to whoever attended the CBC course. Cllrs were unanimous that the removal of graffiti and in particular the health and safety issues involved, must remain a local authority function, GPC do not have the human resources to undertake this new task. *Action : Clerk to respond.*

7.6 Emergency Planning A letter from CBC received on 14 March 2008 called for current information to be checked. Cllrs still felt that the responsibility for emergency planning fell to the Parish Council, and GPC's representative would be nominated at the Annual Council meeting. *Action : Clerk.*

7.7 Courses Details of forthcoming Courses were circulated to Cllrs in their meeting papers. Cllr Roy Van Tromp had indicated to the Clerk his interest in attending the Planning for the Future of your Village course on Thursday 12 June 2008, Foakes Hall, Great Dunmow. *Action : Clerk.*

8. FINANCIAL MATTERS

8.1 Agree Location for New Noticeboard at Pipers Tye The Chairman and Vice Chairman have considered the possible positioning of the new noticeboard in the vicinity of the telephone kiosk and post box at Pipers Tye. In Galleywood Grapevine, an article invites parishioners to put forward their comments on locations. *Action : Draw comments together for decision at the Council Meeting on 12 May 2008.*

8.2 Noticeboard located in Keene Hall Grounds The noticeboard is too high and the frame is rotten requiring replacement.

Cllrs considered two possible options : adhering a new noticeboard to the exterior railings of the Keene Hall, or removing the footpaths map in the entrance porch to the Keene Hall and substituting with a noticeboard. *Action : Clerk to write to The Keene Hall seeking their views.*

8.3 Agree Telephone System for Galleywood Parish Council Office

GPC and KHC have considered various options. Cllr Neville Paul stated that he was seeking a revised quotation from BT to remove the existing exchange system and considering the use of a mobile telephone for KHC. It was proposed by Cllr John Turkentine that a new telephone line and number be purchased for use by the Assistant Clerk, with a 5 year contract and no installation cost. The Clerk would have use of the direct line 358898, appropriate telephones with recording machines to be purchased for staff. The proposal was seconded by Cllr Bob Villa and agreed by all. *Action : Clerk to organise and write to The Keene Hall.*

9. REPORTS

9.1 Tree Warden Due to personal reasons, Cllrs noted that a monthly report had not been submitted by the Tree Warden.

8.06 pm Cllr Neville Paul left the meeting

- **41 Well Lane** As Chelmsford Borough Councillor, Cllr Mrs Janette Potter stated that the Appeal with regard to the property was underway, and submissions by the Tree Warden and neighbours had been received.
- **TPO** As Chelmsford Borough Councillor, Cllr Mrs Janette Potter reported that CBC had fined a Galleywood resident for ignoring a TPO.
- **Glebe View/Skinners Lane** The Chairman reported that the recently planted trees and rose bushes were coming into bud.

8.07 pm Cllr Neville Paul returned to the meeting

- **The Tree Initiative** An article which appeared in "Making the Links" to be forwarded to the Tree Warden. *Action : Clerk.*

10. ANNUAL PARISH MEETING FOR THE ELECTORS OF GALLEYWOOD – 16 April 2008

The Agenda and Notices had been posted on 4 April 2008. The Clerk reported that the Chairman's Annual Report, overview of accounts, list of Members and Officers contact details and programme of meeting dates for the year would be stapled together to form the Annual Report. Copies would be made available for parishioners. It was noted that Inspector Cheryl Callow will address the meeting and report on Neighbourhood Policing and NAP. Cllr Chris Dicks proposed that the current format be adopted, allowing, if so desired, individual Cllrs to table their own Committee reports as part of the Chairman's report, this was seconded by Cllr David Stevenson and agreed.

- **Mr David Stacy** (brought forward from Agenda Item 7), Cllrs agreed to make a presentation to Mr Stacy if available, or forward to next Council meeting on 12 May 2008. The item to also be covered in the next Galleywood Grapevine Newsletter. *Action : Clerk.*

11. DATE OF NEXT MEETING

Annual Council - Monday 12 May 2008, 7.00 pm in the Keene Hall. For the benefit of new Councillors, the Chairman explained that at this meeting the Chairman and Vice Chairman of the Council and all Committees would be elected along with nominations for The Keene Hall and representatives on local bodies.

*There being no further business to be transacted,
The Chairman closed the meeting at 8.33pm
Minutes taken by Ms Jane Head
Clerk to Galleywood Parish Council*

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(Signed, Chairman on 12 May 2008)