

**MINUTES OF THE ANNUAL GALLEYWOOD PARISH COUNCIL MEETING  
HELD AT THE KEENE HALL, GALLEYWOOD  
ON MONDAY 12 MAY 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. ELECTION OF CHAIRMAN OF THE COUNCIL**

Cllr John Turkentine indicated that he would not be taking nominations for the role of Chairman of the Council. Cllr Bob Villa was proposed as Chairman of the Council by Cllr Mrs Janette Potter, Cllr Mrs June Baker proposed Cllr Neville Paul who declined, Cllr David Stevenson seconded the original motion and a show of hands all in favour was recorded. Cllr Bob Villa accepted the post as Chairman of Galleywood Parish Council and signed the Declaration of Acceptance Form duly witnessed by the Clerk.

The Chairman thanked Cllr John Turkentine for his sterling efforts, commitment and dedication as Chairman who has raised the profile of the Parish Council, gaining Quality Parish Status, introduced Greening Galleywood, and overseen the recent separation of Galleywood Parish Council and the Keene Hall. Cllr Turkentine has also been a prime mover in the Galleywood Heritage Centre project and has brought Galleywood Parish Council into the 21<sup>st</sup> century. Cllr Turkentine was presented with a Galleywood Parish Council crystal rose bowl.

In acknowledgement of the achievements of past Chairmen, Cllr Mrs Janette Potter was also presented with a Galleywood Parish Council crystal rose bowl.

**2. ELECTION OF VICE CHAIRMAN OF THE COUNCIL**

Cllr Bob Harman was proposed by Cllr David Stevenson, the Chairman stated that Cllr Harman had indicated that he was not prepared to accept the post. Cllr Neville Paul was proposed by the Chairman, seconded by Cllr Mrs Janette Potter and a show of hands all in favour was recorded. Cllr Paul accepted the post.

**3. RECORD OF COUNCILLORS PRESENT**

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

**4. APOLOGIES AND REASONS FOR ABSENCE**

Cllr Chris Dicks - work commitment, Cllr Bob Harman – meeting in London, Cllr Roy Van Tromp – on leave.

**5. DECLARATION OF INTERESTS**

None made.

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

**6.1 Mr Ken Edwards - parishioner** Thanks were extended to Cllrs for all the work which is undertaken outside meetings on a voluntary basis.

**6.2 Mr Ken Edwards – parishioner** Advised Cllrs that Mid Essex Community Health Council had been disbanded and replaced by “LINKs”.

## 7. **ELECT CHAIRMAN AND VICE CHAIRMAN**

### 7.1 **Planning Committee**

- **Chairman** - Cllr Roy Van Tromp was proposed as Chairman by Cllr Neville Paul, seconded by Cllr Mrs June Baker and a show of hands all in favour was recorded.
- **Vice-Chairman** – Cllr Bob Harman was proposed as Vice Chairman by Cllr Mrs Janette Potter, seconded by Cllr John Turkentine and a show of hands all in favour was recorded.

### 7.2 **Finance & Resources Committee**

- **Chairman** – Cllr Chris Dicks was proposed as Chairman by Cllr Neville Paul, seconded by Cllr Mrs June Baker and a show of hands all in favour was recorded.
- **Vice-Chairman** – Cllr Bob Harman was proposed as Vice Chairman by Cllr Mrs Janette Potter, seconded by Cllr John Turkentine and a show of hands all in favour was recorded.

### 7.3 **Galleywood Heritage Centre Project Committee**

- **Chairman** – Cllr John Turkentine was proposed as Chairman by Cllr Bob Villa, seconded by Cllr Mrs Janette Potter and a show of hands all in favour was recorded.

### 7.4 **Greening Galleywood Committee**

- **Chairman** – Cllr John Turkentine was proposed as Chairman by Cllr Bob Villa, seconded by Cllr Mrs Janette Potter and a show of hands all in favour was recorded.

## 8. **APPOINTMENT OF SIX TRUSTEES TO THE KEENE HALL**

Cllr Bob Harman, Cllr Neville Paul, Cllr David Stevenson, Cllr John Turkentine and Cllr Roy Van Tromp, were all re-elected. It was agreed that the Vice Chairman speak with Cllr Mrs June Baker regarding the Trustee role. *Action : Vice Chairman. Clerk to place on Council Agenda for 2 June 2008.*

## 9. **APPOINTMENT OF INTERNAL AUDITOR**

Cllr John Turkentine proposed that Baker Tilly continue as the Internal Auditor for 2007/08, seconded by Cllr Mrs June Baker and a show of hands all in favour was recorded.

## 10. **ELECTION OF REPRESENTATIVES**

- Galleywood Rights of Way – Cllr John Turkentine
- Neighbourhood Action Panel “NAP” – Cllr Bob Harman
- Essex Association of Local Councils “EALC” – c/o The Clerk
- Association of Chelmsford District Parish Councils “ACDPC” – c/o The Clerk
- Chelmsford Standards Committee – Cllr David Stevenson. Cllr John Turkentine added that at the Code of Conduct briefing it had been indicated that CBC would be looking for one representative for all Parish Councils, as opposed to each Parish Council.
- ECC’s P3 Scheme – c/o The Clerk.
- Community Emergency Planning – to remain as 200708 year with Cllr Neville Paul as Chairman/main contact, Cllr Roy Van Tromp as Deputy together with Cllr David Stevenson. To be reviewed during the year.

- Mid Essex Community Health Council – as indicated  
Earlier this body has disbanded and replaced with “LINKs”. The Chairman asked Mr Ken Edwards if he was prepared to act as GPC’s representative. Mr Edwards confirmed that he was happy to monitor any issues relating to Galleywood.
- Galleywood Common Liaison Committee – Cllr Neville Paul.
- Cleaner Chelmsford Campaign – Cllr David Stevenson.
- Transport – Cllr Mrs June Baker.

The aforementioned nominations were proposed by Cllr Mrs Janette Potter seconded by the Chairman and a show of hands all in favour was recorded.

7.25 pm Cllr Mrs Janette Potter and Cllr David Stevenson left the meeting to attend a Chelmsford Borough Council meeting.

## 11. **QUALITY PARISH STATUS**

The Clerk tabled a letter of congratulations from EALC dated 22 April 2008 stating that Galleywood had been judged by the Essex County Accreditation Panel to have reached the required standard to gain Quality Status. This achievement reflects the excellent work of the Clerk and Cllrs. In March 2008 there were 542 Quality Councils in the Country with Essex leading the way with 45. GPC will be presented with an official Certificate at a forthcoming CBC meeting and be able to use the QPS logo. The Chairman said well done to the Clerk who had put together all the paperwork. *Action : Clerk to organise.*

### 11.1 **EALC RECOMMENDED MEETING PROCEDURES**

A report of the surgery with EALC had been forwarded to all Cllrs, together with a letter from Cllr Roy Van Tromp giving Notice of a Resolution. The Chairman proposed that both matters be brought forward to the June Council meeting allowing a more open discussion on procedures. *Action : Clerk to place on Council Agenda for 2 June 2008.*

## 12. **MINUTES/NOTES OF MEETINGS (in date order)**

### 12.1 **Minutes of the Council Meeting held on 7 April 2008 and any Matters Arising**

The Chairman introduced the Minutes and reviewed page-by-page - no questions were raised. The Minutes were proposed as a true record of the meeting by Cllr John Turkentine, seconded by Cllr Neville Paul and agreed. The Chairman signed the Minute Book. The Clerk’s Matters Arising Report had been circulated, and the following comments were made :

- **ECC Mid Area Highways Meeting** A quadripartite meeting had successfully been held with a follow-up meeting planned for October 2008.
- **CBC Summer Activity Days** The Clerk and Assistant Clerk had compiled a schedule of grants made over the past 10 years which was circulated to Cllrs present.
- **Ratification of Bills Paid** Final utility bills have been checked and paid by GPC.
- **Amendment to Galleywood Parish Council’s Financial Regulations** Considered at Finance & Resources Committee on 24 April 2008. The Chairman and Vice Chairman of the Committee have the matter in hand.

- **24/7 Health in Mid Essex – Launch of a Discussion Document** The Clerk had forwarded comments made by Mr Ken Edwards.
- **CBC's Graffiti Training Course** The Clerk had responded with GPC's comments. CBC had replied stating that the graffiti removal kits were for community groups, Parish Councils, and any resident who wishes to remove a small area of graffiti. CBC still offer a graffiti removal service.
- **Emergency Planning** The Clerk has contacted local organisations and is in the process of updating contact details.
- **Courses** Cllr David Stevenson and Cllr Roy Van Tromp are attending the "Planning for the Future of Your Village" course on 12 June 2008.
- **Telephone System for Galleywood Parish Council Office** A new line has been installed for the Assistant Clerk who can be reached on 01245 348756. The fax facility has been removed from 01245 358898 which will become the direct line to the Clerk. The Keene Hall will takeover 01245 268961. *Action : Clerk to ensure that all papers/letterheads/noticeboards etc are updated with new information.*
- **Mr David Stacy** A presentation will be made to Mr Stacy later in the year when he has completed The Galleywood Diary.

**12.2 MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT COMMITTEE MEETINGS HELD ON 3 AND 24 APRIL 2008** Noted.

**12.3 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 17 APRIL 2008** Noted as draft.

- 12.3.1 A12 Enquiry** *Action : Clerk to check with Cllr Bob Harman concerning any further points and send GPC's submission by the deadline of 14 May 2008.*

**12.4 MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING HELD ON 24 APRIL 2008** Noted as draft.

- 12.4.1 Lighting on Galleywood Common** A response remains outstanding from Essex Police. *Action : Clerk to put on Finance & Resources Committee Agenda 22 May 2008.*

- 12.4.2 Amendment to Terms of Reference of the Galleywood Heritage Centre Project Committee** It was proposed by Cllr John Turkentine, seconded by Cllr Mrs June Baker and agreed that the Terms of Reference be amended to read : "Item 8, the Committee shall have delegated powers of expenditure in accordance with the agreed Business Plan totalling £133,000". *Action : Clerk to amend and circulate.*

- 12.4.3 Friends of Galleywood Heritage Centre** The Chairman of GPC and the Chairman of KH had met to discuss payment of accommodation and had agreed that The Friends would pay the cost of any accommodation used at the Keene Hall.

### 13. **CORRESPONDENCE**

- 13.1 **A-Z Guide to Chelmsford Borough Council Services** *Action : Clerk to obtain further copies of the brochure for Cllrs and the Keene Hall foyer.*
- 13.2 **Friends of Historic Essex** A letter inviting GPC to become a corporate member of the Friends of Historic Essex to be forwarded to the Galleywood Heritage Society and Galleywood Historical Society. *Action : Clerk.*
- 13.3 **St Michael's Effective Parent Partnership (STEPPS)** A letter advising of the new project, that has been created, to enable parents and the community to become involved in the life of the school, and benefit from the school taking a stronger role in village life was tabled.
- 13.4 **Affordable Rural Housing in Stock** An invitation to an open house on 30 May 2008 be forwarded to Chelmsford Borough Councillors Cllr Mrs Janette Potter and Cllr David Stevenson. *Action : Clerk.*
- 13.5 **Article for EALC** As a Quality Parish, EALC have invited GPC to produce an article for a book to be published showcasing every Quality Town and Parish Council in Essex. The article is required by the end of May 2008. *Action : Cllr John Turkentine and the Clerk to prepare paperwork.*
- 13.6 **Complaint Regarding Junction of Barnard Road with Watchouse Road** A parishioner had raised concerns when turning left into Watchouse Road at the aforementioned location. Cllr John Turkentine had visited the site and taken photographs. The Clerk had forwarded details to ECC. A response remains outstanding.
- 13.7 **Complaint Regarding Traffic Hazards in Brook Lane** A letter from a parishioner regarding the speed of traffic and number of bends in Brook Lane will be taken to the Planning Committee on 15 May 2008.
- 13.8 **Grant 2008/09** Letters of thanks had been received from : Galleywood WI, Village Market, Galleywood Ladies Club, 1<sup>st</sup> Galleywood Brownies, Galleywood Short Mat Bowls, Galleywood Horticultural Society and Galleywood Historical Society. The Vice Chairman stated that a letter from 1<sup>st</sup> Galleywood Scouts would be brought to the office shortly.

### 14. **FINANCIAL MATTERS**

- 14.1 **Agree Location for New Noticeboard at Pipers Tye** One parishioner had commented that a suitable location might be positioned next to the post box in the lay-by. Due to lack of pavement, Cllrs did not feel this was appropriate. A second suggestion from a number of neighbours in the vicinity, would be close to the small Pipers Tye sign near the pavement opposite the green. Cllrs felt this was more appropriate. *Action : Cllr John Turkentine to prepare a scaled plan, Clerk to write to neighbours and put posters on boards seeking final comments.*
- 14.2 **Agree Replacement of Noticeboard in the Keene Hall Grounds** At the Keene Hall meeting on 30 April 2008, the Trustees had agreed that GPC could erect a new noticeboard

outside the Keene Hall attached to the railings. *Action : Cllr John Turkentine to obtain measurements and Clerk to obtain costings and place on Finance & Resources Committee Agenda 22 May 2008.*

- 14.3 Jubilee Park Pre-School** A Draft Business Plan dated 26 April 2008 had been received in the GPC office on 7 May 2008. Accompanying letters personally addressed to each Cllr had been distributed.

***At the Chairman's discretion, public participation was granted.***

- The Chairman queried paragraph 4 of the letter regarding the Government increasing funding to 20 hours per week, and why Jubilee Park Pre-School would only be able to open for one session per day instead of two. Lyndsey O'Grady Pre-School Supervisor, responded stating that at present they are able to accommodate 2 x 2 hourly sessions but when this is increased to 4 hours (Government set criteria) they are unable to extend their hours in their current accommodation. There are 26 children to one session, but during the afternoons they offer closer working sessions to a maximum of 12 children who are moving on to the Galleywood Infant School.
- The Chairman asked how the 4 hour sessions would alter the usage in a new building. Lyndsey O'Grady said that the new building would be split into 2. 7 staff are on hand, with 3 staff to 12 children, in the mornings they have a minimum of 4 or 5 staff.
- The Chairman asked if the new building would accommodate more children. Lyndsey O'Grady responded that there would be 26 in each classroom, but as the classroom would be in the school grounds they could give additional support to potentially 52 children.
- The Chairman asked if it was their intention to run another day nursery. Lyndsey O'Grady responded that there were already 2 facilities running in Galleywood.
- The Chairman asked the percentage of children in Galleywood who would attend. Lyndsey O'Grady responded 100%.
- The Chairman asked if there was a lease period ? Lyndsey O'Grady responded that ECC would not be taking the query further until funding had been secured.
- Mr Ken Edwards stated that the 10 year lease figure was dictated by ECC and they would not contemplate a longer lease.
- The Vice Chairman asked if other levels of local Government had been contacted and what had been the response. Lyndsey O'Grady responded that the criteria of grant funding tended to be the requirement of support from the Parish Council, they had therefore not progressed any grant requests.
- The Chairman confirmed the statement that they hadn't made any grant applications. Rachel Foster responded that

hopefully if GPC gave their support they could go out to funding sources.

- The Chairman asked for clarification with regarding to 8.1 of the Business Plan concerning projected financial highlights. Mr Ken Edwards responded that some work was needed in relation to the numbers which didn't dovetail precisely, it was a matter of detail rather than a fundamental mismatch, the amounts stated are broadly correct.
- Cllr John Turkentine asked if they had approached the Church ? Lyndsey O'Grady responded – no.
- Cllr John Turkentine asked for clarification regarding the reference to YMCA. Lyndsey O'Grady responded that initially the Chelmsford YMCA would run the facility from the portakabin in the Galleywood Infant School grounds. Mr Ken Edwards added that the Government are requiring schools to provide "extended facilities" from 8.00 am – 5.00 pm and the YMCA are trusted to meet this need. Cllr John Turkentine affirmed that this would be an interim facility.

The Chairman stated that in order for all Cllrs to read the Business Plan, he would like to arrange a working party of all Cllrs to draw together recommendations to be taken to the Council meeting on 2 June 2008.

*Action : Clerk to organise.*

## 15. **REPORTS**

15.1 **Tree Warden** The Tree Warden's Report for May had been circulated to all Cllrs and was tabled by the Clerk.

15.2 **Report back from Training for Members Code of Conduct meeting on 28 April 2008** Cllr John Turkentine reported on the training session, stating that from 8 May breaches of the Code of Conduct will be made to a local Standards Committee under Mrs Sue de Val, who would decide whether or not the matter was major or minor and progress accordingly. *Action : Cllr John Turkentine to review training pack and edit to show any amendments. Clerk to then circulate to all Cllrs.*

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

The Minutes would be signed at the Annual Parish Meeting in 2009. One item raised during public participation – vandalism to the bus timetable located at the bus shelter diagonally opposite the Keene Hall. The Clerk had reported the matter to ECC's Passenger Transport Information Specialist, who had confirmed that they would check the location and replace the timetable.

## 17. **DATE OF NEXT MEETING**

Monday 2 June 2008, 7.00 pm in the Keene Hall.

There being no further business to be transacted, The Chairman closed the meeting at 8.18pm  
Minutes taken by Ms Jane Head, Clerk to Galleywood Parish Council

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(Signed, Chairman on 2 June 2008)