

Annual Report

*by Cllr John Turkentine,
Chairman, Galleywood Parish Council*

Introduction

This agenda item is the Chairman's report on the organisation and the work of the Parish Council for 2007/8.

The theme is –

- The Councillors and the Staff
- The Organisation
- The Activities
- Major Community Projects
- Summary of Audited Accounts for 2006/07

The Council

Only eight nominations for the nine seats on the Galleywood Parish Council were received by the Returning Officer in April 2007 and therefore all eight candidates were elected : East Ward - Cllr Robert Harman, Cllr Neville Paul, Cllr John Turkentine, Cllr Roy Van Tromp. West Ward - Cllr Chris Dicks, Cllr Mrs Janette Potter, Cllr David Stevenson and Councillor Robert Villa. Cllr Howard Ebden was Co-opted in June 2007.

At the Annual Council Meeting on 14 May 2007 I accepted Councillor's nominations for the position of Chairman of the Parish Council for a further year. Councillors then elected Chairmen of Committees, and appointed six Councillors to serve as Trustees to the Keene Hall, we currently have one vacancy following the resignation as Trustee of Cllr Chris Dicks.

During the year we have seen the following changes to members of the Council : Resignations from Cllr Mrs Janette Potter and Cllr Howard Ebden in November 2007, Co-option of Cllr Mrs Janette Potter and Cllr Mrs Gillian Smith in December 2007, resignation of Cllr Mrs Gillian Smith in January 2008, and the Co-option of Cllr Mrs June Baker in March 2008.

The Committees

The Galleywood Parish Council has established the following Committees :

Finance Committee, reconstituted on 3 December 2007 as the Finance and Resources Committee

Chairman Cllr Chris Dicks, Vice Chair Cllr Robert Harman

Main functions : Review resources (including human resources), and ensure legislative requirements are met with regard to staff and current office procedures. Abide by the Financial Regulations adopted by Galleywood Parish Council and present monthly income and expenditure figures to Committee.

Planning Committee

Chairman Cllr Roy Van Tromp, Vice Chair Robert Harman

Main functions : To consider and respond to all planning applications in, or impacting on Galleywood, Listed Buildings consent and appeals. Comment and monitor Tree Preservation Orders within Galleywood, and respond to public consultation documents, such as the Local Development Framework (LDF) and other Planning related issues.

Galleywood Heritage Centre Project Committee

Chair Cllr John Turkentine, Vice Chair Cllr Bob Villa

Main functions : This Committee is composed of Councillors and non-voting Advisers and is responsible for the Project Business Plan, negotiation of the Lease, all aspects of the Project Programme including the time table and costs, and the formation of the Galleywood Heritage Centre Charity.

Greening Galleywood

Chairman Cllr Bob Villa, Vice Chair Malcolm Stuart

Main functions : Manage £25,000 grant awarded by The Countryside Agency. Co-ordinate regular meetings and organise surveys, community activities collecting data, culminating in the production of a generic leaflet promoting wildlife in the heart of a parish.

Council Activities

From time to time working parties, comprising of both Councillors and Advisers, are set up and briefed by individual Committees to seek further information on a range of subjects and to report back with proposals for consideration.

Individual Cllrs also attend other meetings such as CBC Parish Council Forum, Galleywood Common Liaison Group, CBC Parish Council Forum, Essex Association of Local Councils (EALC), Rural Community Council for Essex (RCCE) and the Neighbourhood Action Panel (NAP) and report back at

the following Full Council meeting. The latter will be a subject of Inspector Cheryl Callow's presentation later this evening.

Appropriate arrangements are made for Councillors and staff to attend training courses, providing the opportunity for keeping informed on changes to legislation, adoption of best practice, and provide networking opportunities with attendees from other parishes.

The Council is currently awaiting the result of its recent application to become a Quality Council, a benchmark standard to enable Councils to better represent the communities they serve. The scheme also aims to enhance relationships between local councils, principal authorities and community and voluntary sector organisations. This has involved the Clerk on a training programme, and the review and collation of key documentation for submission to a National Association of Local Council (NALC) adjudication panel.

The Council employs part-time Bus Shelter Cleaner and Gardener Mr John Watson and three part-time Litter Pickers – Mr Dennis Piper, Mr Jeff Savage and Mrs Sheila Brown who also regularly services our three noticeboards. They are out come rain or shine undertaking their duties in the village. The Council also supports specific CBC litter clearance days aimed at blitzing particularly troublesome areas: Parishioner volunteers are most welcome. A Graffiti removal kit is also available from the Parish office for Parishioners to use on their own premises.

Re-organisation

2007/08 saw the start of a joint review with the Keene Hall Trustees on the legacy of staff sharing and financial arrangements with Galleywood Parish Council, and an acceptable way forward was agreed in August 2007. Following the retirement in December 2007 of Mrs Fi Fountain, Administrative Assistant employed by Galleywood Parish Council, the reorganisation plan was launched and successfully completed by 31st March 2008.

As from 1st April 2008 Galleywood Parish Council now rents fully serviced office space on the first floor for the Clerk, Ms Jane Head and Assistant Clerk, Mrs Nicola Caton. On the ground floor a small interview room has been created together with separate space for a large printer with storage facilities for filing etc. Rooms for Parish Council meetings are hired from The Keene Hall on an annual basis. The Clerk and Assistant Clerk are employed wholly by Galleywood Parish Council and visitors requiring information and/or assistance on Parish Council matters need to use the bell push in the foyer to the right of the main entrance door for attention. The current telephone switchboard number 01245 268961 will shortly be replaced by two direct dial numbers for the Clerk and the Assistant Clerk, and each provided with voice mail facilities. The current email and web addresses remain unchanged.

The Keene Hall is now operating as a "separate business" providing and hiring out community facilities, paying for all utilities. The previously shared

arrangement involving the Parish Clerk providing administrative and management resources has now been transferred to the Keene Hall Trustees and an employed administrator, Mrs Susan Royce. The existing ground floor office accommodation and reception remains for Keene Hall enquiries only.

Galleywood Parish Assets

Galleywood Parish Council owns and maintains a number of bus shelters, seats, noticeboards and litter bins in the village, and following an ongoing review of the condition and maintenance costs of these assets Councillors have agreed a bus shelter replacement plan for the five aging wooden ones. With the help of a grant from Essex County Council, the first bus shelter being replaced is on the Chelmsford bound side of Stock Road, adjacent to Castle House. The chosen replacement is a sturdy wooden design, in keeping with Galleywood's rural setting and is currently on order. The interface with the bus company, any necessary temporary road closure/diversions, site clearance, preparation and the installation will be managed by Essex County Council.

Councillors have agreed to erect a Parish noticeboard at Pipers Tye to serve Parishioners living in the Galleyend area, and Councillors would welcome your views on its positioning. The noticeboard at the Keene Hall is now considered beyond economical repair and the opportunity is being taken to investigate installing a suitable replacement at a lower level to make it more convenient for parishioners to read and for Parish Council staff to update.

The condition of the seats at Watchouse Shops and litter bins throughout the village have not required maintenance following replacement repair work in 2005, but these assets remain on an annual inspection schedule.

Galleywood Heritage Centre

Following an unsuccessful bid for lottery funding, but with the knowledge that the project had caught the imagination of parishioners, Councillors and Committee Advisers reviewed the original proposal and in January 2008 presented an alternative business plan proposal with significant capital, funded from Galleywood Parish Council's earmarked reserves. The ongoing revenue would be met from fund raising, income from a tea room and subsequently from the hiring out meeting rooms and facilities.

Following public consultation in February 2008, Galleywood Parish Council were given a mandate to go ahead with The Galleywood Heritage Centre project, and the "planning application for change use" is currently being prepared by a Chartered Architect, and the various structural and other building regulation surveys are being undertaken and reports are awaited. Inaugural meetings of both The Friends of Galleywood Heritage Centre and

the DIY volunteers, to help with the building work, have taken place but additional help is always welcome.

The final terms of the lease on the CBC former “Depot” have been agreed and subject to an indication from the CBC Planning department that planning application for change of use will be granted, the lease will be signed. It is critical that the signing of the lease and the registration of the Galleywood Heritage Centre Charity occur in tandem, in order to establish the maximum rate relief for the property.

The Parish Council has taken up the generous offer by Chelmer Housing Partnership giving us free short term occupancy of the empty shop at No 49 Watchouse Road. This has enabled us to establish a hub in the village for better publicity, engagement with parishioners and establish a bric-a-brac outlet for the “Friends” fund raising activities.

Greening Galleywood

This Lottery Funded project – ‘to put wildlife in the heart of parish’ has been an education to all involved. It has not only made Parishioners more aware of our biodiversity heritage in the parish, but its threat from urbanization, the removal of established trees, the desire to see open grass land mown as if it were a lawn and the wanton destruction of natural habitats. Attendees of the many outdoor workshops have been amazed at the wildlife on their doorstep which had previously gone unnoticed.

The legacy of this project will be in the hands of future generations, so the focus has been very much on the local schools and the Galleywood Youth Centre. However, there is a need to pass on the lessons learnt and traditional skills which generations of our forefathers developed, and helping to preserve our current mid-Essex landscape.

The final phase of the project is to produce a booklet and audio-visual material for other Essex parishes to demonstrate what Galleywood has achieved as an example of the community caring for its wildlife.

Galleywood Right of Way (GRoW)

This is the longest established of the Parish Council Projects, funded by and in partnership with Essex County Council - Parish Paths Partnership (P3). A volunteer working party, co-ordinated by Galleywood’s Tree Warden Malcolm Stuart, meets every other Wednesday morning carrying out routine surveys and maintenance of the 23km of footpaths in the parish of Galleywood and also under takes work in neighbouring parishes.

The expertise and enthusiasm for organized walks and the editing of the

Galleywood Parish Footpaths Map is also within this group. There is a catalogue of over 20 Walks leaflets available free from the Parish office and downloadable from the website.

The group also assists with the annual tree planting schemes on the grass areas in Skinners Lane and Pyms Road areas and is very much involved with Greening Galleywood events and workshops.

Why not join us, save the fees on a gym as there is ample opportunity for exercise, and it is in the open air with congenial company!

Long standing issues

Following a safety audit review, public consultation and an exhibition, sadly traffic calming schemes proposed by ECC Highways were eventually withdrawn. Other solutions have been proposed including a Community Speed Watch initiative, but after much research this was finally abandoned. PCSOs are now monitoring traffic in Watchouse Road at various times with a hand held camera.

GPC has eventually managed to convene a quadripartite meeting with CBC Engineering and Planning officers, ECC Highways Planning and Maintenance officers and a CHP Estate Ranger just last Friday (11th April 2008), to express continuing concerns over speeding vehicles, the poor state of repair of road surfaces, HGVs using Lower Green as a short cut to the A12 as indicated by their Sat Navs, parking on the greenswards in Watchouse Road, Barnard Road and Skinners Lane, the long overdue remarking of the disabled parking area at Watchouse Road Shops and the call for CBC traffic wardens to visit Galleywood to take appropriate action regarding parking violations. We await a formal response and developments from these various authorities.

I would like to record my personal thanks to Councillors and staff for their continued support in helping Galleywood Parish Council serve the Community.

There will be an open forum session directly following Inspector Callow's presentation where you are all invited to ask questions or make comments on agenda items.

Your Parish Council is here to represent Parishioners. If you have any further queries or comments, please contact the Clerk, Ms Jane Head, or a Councillor.

For contact details see page 8, The Galleywood Grapevine or our website at :- www.galleywoodparishcouncil.org.uk

Summary of the Audited Accounts of
Galleywood Parish Council
for the 2006/07 year
ie the year ending 31 March 2007

Income

From CBC Precept	£94,866.48
Interest on investment (capital reserve bank account)	£ 3,776.08
Sale of memorabilia	£ 203.00
Grants	£12,519.50
Total	<u>£111,365.06</u>

Expenditure

General Administration	£66,051.81
Section 137 payments (grants)	£ 6,747.38
Capital spending	£ 3,001.26
Running costs – amenity land	£ 2,954.01
- local events	£ 1,274.96
- maintenance/replacement of street furniture	£ 930.00
Total	<u>£80,959.42</u>

General Fund Balance

Brought forward 1 April 2006	£71,169.66
<u>Add</u> total income	£111,365.06
<u>Less</u> total expenditure	£80,959.42
Transfer to/from reserves	(£ 3,001.26)

Balance carried forward 31 March 2007 **£98,574.04**

Net Assets

General fund balance (as detailed above)	£98,574.04
Reserves	£72,000.00

GALLEYWOOD PARISH COUNCIL
CONTACT INFORMATION

Cllr John Turkentine (Chairman)	01245 475263
Cllr Robert Villa (Vice Chairman)	01245 258559
Cllr Mrs June Baker	01245 474549
Cllr Christopher Dicks	01245 471753
Cllr Robert Harman	01245 601520
Cllr Neville Paul	01245 474891
Cllr Mrs Janette Potter	01245 352516
Cllr David Stevenson	01245 475206
	<i>(or mobile 07806 486709)</i>
Cllr Royston Van Tromp	01245 261448

Galleywood Parish Council Staff

- Clerk to Galleywood Parish Council
Ms Jane Head
- Assistant Clerk to Galleywood Parish Council
Mrs Nicola Caton

Address :- Galleywood Parish Council,
Keene Hall, Watchouse Road,
Galleywood, Chelmsford CM2 8PT

Telephone :- 01245 268961/ Fax : 01245 358898

Website :- www.galleywoodparishcouncil.org.uk

Emails :- clerk@galleywoodparishcouncil.org.uk
assistantclerk@galleywoodparishcouncil.org.uk

Office Hours :- 9.00 am – 1.00 pm weekdays

GALLEYWOOD PARISH COUNCIL MEETING DATES FOR 2008/09
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Month 2008	Council 7pm Hall HALL (MONDAY)	Management Meetings 8.30 – 10.00RWR (MONDAY)	Heritage Centre Committee Meetings 10.00 am LR or Hall	Greening Galleywood 10.30 am Lodge Room (WEDNESDAY)	Planning 7pm LODGE ROOM (THURSDAY)	Finance and Resources (combined) 7pm LR/RWR (THURSDAY)
January	7	Weekly	10, 24	No meeting	17	24
February	4	Ditto	7, 21	13	14	21
March <i>Bank Holidays : Good Friday 21 and Easter Monday 24 March</i>	3	ditto	6, 20	No meeting	13	Wednesday 19 th because of Easter
April ANNUAL PARISH MEETING	7 16 (Wed)	“	3, 24	2	17	24
May <i>Bank Holidays 5 and 26 May</i>	12 (Annual Council)	“	1, 22	No meeting	15	22
June	2	“	5, 19	4	12	19
July	7	“	3, 24	No meeting	17	24
August <i>Bank Holiday 25 August</i>	No meeting	“	7, 21	6	14	21
September	1	“	4, 18	No meeting	11	18
October	6	“	2, 23	8	16	23
November REMEMBRANCE DAY SERVICE AT FLAGPOLE	3 11	“	6, 20	No meeting	13	20
December	1	“	4, 18	3	11	18
2009						
January	5	“	8, 22	No meeting	15	22
February	2	“	5, 19	4 February	12	19
March	2	“	5, 19	No meeting	12	19