

**MINUTES OF GALLEYWOOD PARISH COUNCIL
HELD AT THE KEENE HALL, GALLEYWOOD
ON MONDAY 7 JANUARY 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

The Chairman requested that all mobile telephones be switched off and that no recording devices could be used.

1. RECORD OF COUNCILLORS PRESENT

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

2. APOLOGIES FOR ABSENCE

Cllr Bob Harman - prior engagement

Cllr Mrs Gillian Smith - ill-health

3. AMENDMENT TO STANDING ORDERS

The Chairman gave a short explanation regarding the proposed amendments, following recommendations contained in the NALC guidance notes (October 2007).

• **STANDING ORDER 10A**

It was proposed by Cllr Mrs Janette Potter, seconded by Cllr Neville Paul and agreed by all Councillors that the following be accepted :
" Standing Order No 10A : Clerk to record in the Minutes the name of the proposer and seconder to all motions".

• **STANDING ORDER 64**

In line with guidance from NALC received on 2 October 2007, it was proposed by Cllr Neville Paul, seconded by Cllr Chris Dicks and agreed by all Councillors that subject to an amendment stating that a) Standing Order 64 be substituted and b) that during Public Participation Time individual representations not exceed 2 minutes each, and under special circumstances if a speaker had been invited to make a presentation, the time limit be at the Chairman's discretion, to read as follows :

"Standing Order No 64 At all meetings of the Council, the Chairman may at his/her discretion, and at a convenient time in the transaction of business, allow any members of the public to address the meeting in relation to the business to be transacted. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct adopted by the Council on 3 September 2007 shall apply to members of the Council in respect of the entire meeting. Where, however, members of the Council exercise their rights pursuant to Standing Order 64A, members of the public shall be allowed to attend the meeting to a) make representations, b) answer questions or c) give evidence relating to the business to be transacted. During Public Participation Time individual representations should not exceed more than 2 minutes each, however, under special circumstances if a speaker has been invited to make a presentation, the time limit to be at the Chairman's discretion".

- **STANDING ORDER 64A**

In line with guidance from NALC received on 2 October 2007, it was proposed by Cllr Roy Van Tromp and seconded by Cllr Bob Villa to remove the suggested time limit and substitute with "at the Chairman's discretion". A further amendment was proposed by Cllr Roy Van Tromp, seconded by Cllr Chris Dicks and agreed by all Cllrs as follows "the overall debate to be at the Chairman's discretion", to read as follows :

"Standing Order No 64A At all meetings of the Council, the Chairman may permit members of the Council (including co-opted members as defined by s.49 (7) of the Local Government Act 2000) who have a prejudicial interest in relation to any item of business to be transacted at that meeting to a) make representations, b) answer questions or c) give evidence relating to the business to be transacted. Such sessions form part of the Council meeting in law and shall be duly minuted. The Code of Conduct which was adopted by the Council on 3 September 2007 shall apply to members of the Council in respect of the entire meeting. The overall debate to be at the Chairman's discretion".

The Chairman stated that the agreed changes to Standing Orders would be effective immediately.

4. **DECLARATION OF INTERESTS**

No declarations made.

5. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA (11 members of the public present)**

- Mr Ken Edwards asked that Councillors speak up as they cannot always be heard by the audience. The Chairman agreed to use the microphone. With regard to Agenda Item 10, Mr Edwards asked the nature of the attachment referred to on the Agenda. The Chairman confirmed that it was a Business Plan.
- Mrs Ruth Collin with regard to Agenda Item 10. Mrs Collin read from a paper which she would pass to the Clerk for the record, the Clerk therefore did not record a Minute. The Chairman stated that Mrs Collin's comments would be taken forward to Agenda Item 10.
- Mr Hugh Arnold with regard to Agenda Item 10. Mr Arnold stated that there are a number of pre-schools in Galleywood nearby that all received funding and Galleywood Parish Council would need to satisfy themselves to see that there was sufficient demand for a further pre-school, bearing in mind that numbers are declining at the Infants School.

6. **ELECTION OF TRUSTEE TO THE KEENE HALL 282025**

No nominations came forward at the meeting. *Action : Clerk to bring forward to Council meeting on 4 February 2008.*

7. **MINUTES/NOTES OF MEETINGS (IN DATE ORDER)**

7.1 **MINUTES OF THE COUNCIL MEETING HELD ON 3 DECEMBER 2007 AND ANY MATTERS ARISING**

The Minutes were proposed as a true record of the meeting by Cllr Chris Dicks, seconded by Cllr Bob Villa and agreed. The Chairman signed the Minute Book. The Clerk's Matters Arising Report had been circulated, with one comment made :

- **Replacement Bus Shelter along Stock Road by Bakers Lane** The Clerk had contacted West Hanningfield Parish Council regarding financial assistance towards the project, and completed grant application forms which had been forwarded to ECC. *Action : Clerk to follow-up responses from both parties.*

7.2 MINUTES OF THE GREENING GALLEYWOOD COMMITTEE MEETING HELD ON 5 DECEMBER 2007

The Minutes were proposed for ratification by the Chairman, seconded by the Vice Chairman and agreed.

7.3 MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT COMMITTEE MEETINGS HELD ON 6 AND 20 DECEMBER 2007

- **6 December 2007** The Minutes were proposed for ratification by Cllr Roy Van Tromp, seconded by the Vice Chairman and agreed. An endorsement in relation to the re-co-option of Cllr Mrs Janette Potter to the Committee on 6 December 2007 was proposed by Cllr Neville Paul, seconded by Cllr Roy Van Tromp and agreed.
- **20 December 2007** The Minutes were proposed for ratification by Cllr Neville Paul, seconded by the Vice Chairman and agreed.

7.3.1 PARISH MEETING SCHEDULED FOR 16 JANUARY 2008

A Notice and Agenda signed by the Chairman with one single Agenda Item "Presentation of proposed plans to lease the disused Chelmsford Borough Council Depot on Galleywood Common, to renovate the building and convert into a Heritage Centre", has been circulated to Cllrs and posted to noticeboards and the website. Leaflets are in the process of being delivered to every household in Galleywood and questionnaires will be delivered to households over 17/18/19 January. Responses back to questionnaires will be required by 30 January 2008. Sufficient time would be allowed for analysis of the responses. Finer details of the Parish Meeting will be discussed at the Heritage Centre Committee Meeting on 10 January 2008. It was agreed that an extraordinary Council meeting would be called at a suitable date after the February Council meeting. The arrangements were proposed for acceptance by Cllr Neville Paul, seconded by Cllr David Stevenson and agreed.

7.4 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 13 DECEMBER 2008

The Minutes were proposed for ratification by Cllr Chris Dicks, seconded by the Vice Chairman and agreed. Cllr Mrs Janette Potter reported that the CBC website had been off-air during Christmas, and the Assistant Clerk had also experienced problems accessing the planning section of the CBC website during working hours. It was noted that CBC had offered a working party to discuss issues, a date

remained outstanding. *Action : Clerk to write a letter to the Leader of the Council.*

8. **CORRESPONDENCE**

- **CBC Parish Open Evening – Tuesday 22 January 2008, 6pm Civic Centre** Cllrs to advise the Clerk by 15 January 2008 if they would like to attend. *Action : Cllrs.*
- **The Keene Hall – Interview Room** The Trustees have agreed that GPC can put the work in hand to convert the groundfloor Cloakroom into an Interview Room, ensuring that noise and annoyance to hirers is avoided. If a suitable quotation is obtained and approved in time, work to take place during half term week ie 11 – 15 February 2008. At the appropriate time, notices to be placed on boards advising hirers.
- **Mayor’s Community Awards Evening – Wednesday 30 January 2008** GPC’s two nominees Cllr Mrs Janette Potter and Mr David Stacy will be presented with an Award at a Ceremony at Hylands House. The evening will commence at 7.30 pm. The invitation is extended to two Cllrs per nominee. Cllrs to advise the Clerk if they are able to attend by 18 January 2008. *Action : Cllrs.*

9. **FINANCIAL MATTERS**

- 9.1 RATIFICATION OF BILLS PAID** It was noted that Cllr Mrs Janette Potter would forward a cheque in relation to the poppy wreath placed at the Galleywood Flagpole on behalf of Chelmsford Borough Council. The bills paid during December 2007 and January 2008 totalling £5458.97 were proposed for acceptance by Cllr Chris Dicks, seconded by Cllr Roy Van Tromp and agreed. The Chairman signed the schedule.

10. **PURPOSE BUILT PRE-SCHOOL FOR GALLEYWOOD**

The Chairman confirmed receipt of a Business Plan from Mrs Collin which had been circulated to all Cllrs, together with six subsequent emails which had been dealt with by the Clerk. The Chairman thanked Mrs Collin for the information and further detail which had been gleaned during the Public Participation Session, and confirmed that Galleywood Parish Council would not be considering assigning any funds until the public consultation on the Galleywood Heritage Centre Project has been completed. Cllrs noted the covering letter with the Business Plan included a request for funding and confirmed that Mrs Collin may request a Grant Application Form from the GPC office for the next financial year (2008/09). The closing date for grants has passed but Cllrs have made “one off” grants in the past at other times during the year.

11. **ECC MID AREA HIGHWAY MEETING – THURSDAY 12 FEBRUARY 2008 AT 10.00 AM**

It was agreed that the quadripartite meeting called for by the Cllr Roy Van Tromp (Planning Chairman), and meeting scheduled with Mr Samir Pandya (as above) be co-ordinated so that one meeting could cover all topics. A working party consisting of the Chairman, Vice Chairman, Cllr Roy Van Tromp and Cllr Bob Harman be organised by the Assistant Clerk. *Action : As stated.*

12. BEST KEPT VILLAGE 2008

Cllrs acknowledged that they would like to enter Galleywood for the competition but unfortunately they are very busy with other projects at present. Special congratulations were extended to the Bakery at Galleywood Village Shops who had organised such a successful Christmas Carol event on Christmas Eve. Cllrs acknowledged that an entry to the competition could be made with involvement from the community. It was proposed by Cllr Mrs Janette Potter, seconded by Cllr Neville Paul and agreed that a letter be sent to the Bakery to see if they could help with GPC's submission, together with a letter to the Galleywood Horticultural Society, and notices placed on all boards.

13. REPORTS**13.1 TREE WARDEN**

- **Winter Tree Planting** The Chairman gave a verbal report stating that GRoW had undertaken ground work for the Winter tree planting scheme on 19 December 2007, with a second session planned on 9 January 2008. Tree planting will take place on Wednesday 16 January 2008. Cllrs are most welcome to attend.
- **41 Well Lane TPO 1975/21**
The Tree Warden had attended the CBC Planning Committee meeting on 18 December 2007 and spoke supporting the CBC Officer's arguments that the proposal was not possible in view of the Order for replacement of the felled oak.

14. DATE OF NEXT MEETING

Monday 4 February 2008, 7.00 pm in the Keene Hall.

*There being no further business to be transacted,
the Chairman closed the meeting at 7.54 pm
Minutes taken by Ms Jane L Head, Clerk to Galleywood Parish Council*

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(Signed, Chairman on 4 February 2008)