

**MINUTES OF GALLEYWOOD PARISH COUNCIL
HELD AT THE KEENE HALL, GALLEYWOOD
ON MONDAY 1 OCTOBER 2007 AT 7.00PM**

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

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

Public 3 members of the public

1. PUBLIC ANNOUNCEMENTS

- Cllrs noted that Mr Mike Humphries had recently left the Galleywood Youth Centre and Mr Ryo Shitamichi had taken over the role of Youth Leader and is very keen to become involved with community projects including Greening Galleywood. *Action : Clerk to send letter of thanks to Mr Humphries.*
- With sadness, Cllrs recorded the death of Mrs Jill Clarke. The Chairman and Cllr Mrs Janette Potter had attended her funeral.

2. APOLOGIES FOR ABSENCE

None.

3. PUBLIC QUESTION TIME

7.02 pm *The Chairman closed the meeting for public question time.*

7.03 pm *Cllr David Stevenson arrived.*

7.10 pm *The Chairman reconvened the meeting.*

- **Village Market** Cllrs agreed that the organiser of the Village Market could make an application for a 2008/09 grant, once received, Cllrs would reconsider the matter.

4. DECLARATION OF INTERESTS

Members were reminded to declare at the appropriate time, any personal or prejudicial interests they may have in accordance with the Code of Conduct 2000.

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

5.1 MINUTES OF THE COUNCIL MEETING HELD ON 3 SEPTEMBER 2007 AND ANY MATTERS ARISING

The Minutes were agreed and the Chairman signed the Minute Book. A Matters Arising report was circulated.

- **CCTV at Galleywood Village Shops** Clerk to follow-up the placing of notices acknowledging the presence of CCTV and joint funding by parties with CBC Officer Mr S Clarke. Various tree limbs still require cutting back – Clerk to contact CHP Officer Mr G Bellamy. Once all actions completed, Cllrs would like to invite the Mayor of Chelmsford to an “opening” event. *Action : Clerk as stated.*
- **Proposed Creation of a New Public Bridleway from West Hanningfield Road to Bakers Lane** Following consultation, one favourable response from a parishioner dated 30 September was tabled. Cllrs agreed to support

the creation of the proposed bridleway. *Action : Clerk to write to ECC.*

- **Mobile Street Trading** It was reported that the recent application by Mrs K Tursucu had been refused by CBC's Licensing and Regulatory Committee. A copy of CBC's report will be forthcoming.

7.20 pm *The Chairman closed the meeting. and introduced Mr Ryo Shitamichi.*

7.21 pm *The Chairman reconvened the meeting.*

5.2 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 13 SEPTEMBER 2007

Adopted, a change to item 2.1 will be recorded at the October Planning Committee meeting.

- **Recommendation to appoint at adviser** Whilst the technical assistance provided by Mr Bob Axford is greatly appreciated, Cllrs agreed not to formally appoint him as an adviser to the Planning Committee. It was agreed that Mr Axford continue to assist with the presentation of planning applications and speak during Public Question Time. *Action : Clerk to convey to Mr Axford.*

5.3 MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 24 SEPTEMBER 2007

It was noted that the recommendations referred to under Agenda item 5.5 – for the provisional funding of staff and payment of office space/accommodation had been brought forward to the Resources Committee meeting because of the impending Keene Hall 282025 meeting on 26 September 2007. The Minutes were adopted.

5.4 MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT MEETING HELD ON 27 SEPTEMBER 2007

Cllrs are still collecting information for the Business Plan. A copy of the Heads of Terms has been forwarded to GPC's solicitor. CBC Officers are being contacted regarding the rateable value and organising a site visit. In view of outstanding information, the proposed Public Meeting date of 7 November 2007 may be postponed. No recommendation was recorded. The Minutes were adopted.

5.5 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 27 SEPTEMBER 2007

Cllr Mrs Janette apologised for non-attendance at evening meetings during w/c 24 September 2007 for personal reasons. Cllr Neville Paul added that he had verbally given his apologies to the Chairman but these had not been given to the Clerk.

- **Impact on budget of proposals to fund staff/funding office space/accommodation** An amendment to read the rental cost of £2,000 would be inclusive of any further adhoc meetings throughout the year (subject to room availability). *Action : Clerk to advise The Keene Hall 282025. Amendment to Minutes to take place at the next Finance Committee meeting.*

The Minutes were adopted.

6. **CORRESPONDENCE**

- **The Keene Hall 282025** A letter dated 1 October 2007 detailing a rental figure and proposal to retain 10% of the Clerk's time for staff management and accounts was tabled. Cllrs acknowledged that there would be a phased changeover. *Action : Clerk to arrange a meeting with the Chairman of GPC and Chairman of KHC to progress the matter.* Cllrs noted that the Clerk would be completing an analysis of telephone calls/post/visitors during September which would be circulated to GPC and KHC. *Action : Clerk.*
- **Hedge to the rear of 265 – 271 Barnard Road** It was noted that residents are agreeable to keeping the hedge in good order. Cllrs agreed a notice to be placed in the vicinity advising of work to be undertaken during December 2007. *Action : Clerk.*
- **War Memorial** An email from a parishioner dated 27 September 2007 regarding the issue of a Galleywood War Memorial was tabled. Cllrs stated that a Parish Council is unable to organise the funding of a War Memorial but is able to support such a venture. *Action : Clerk to respond to the parishioner.*
- **Invitations/Training/Events** Local Government Pension Scheme briefings; CHP Housing Seminar, 10 October (Cllr David Stevenson attending); Cottey House Opening Ceremony, 19 October (Cllr Bob Villa to attend, Cllr Mrs Janette Potter attending as Chelmsford Borough Councillor); CBC's Parish Open Evening, 31 October; Chairmans Day 3, 7 November 2007; Statutory Planning Day, 29 November. *Action : Cllrs to advise the Clerk of any attendance.*
- **ECC's Guide to Development Contributions and the Provision of Community Infrastructure – Consultation Document** Paper to be given to Cllr Roy Van Tromp for comment by the given deadline of 12 November 2007. *Action : Clerk.*
- **St Michael & All Angels Church Poster** The Harvest Festival poster to be placed on all noticeboards. *Action : Clerk to write an explanation for staff on items which may be displayed on boards.*
- **Other Items** Chelmsford Community Plan noted; check www.essexcc.gov.uk using the new funding search tool Grantnet; IBB Solicitors are still following up a response from Great Baddow Parish Council regarding the Lawn Cemetery; National Pay Negotiations 2007/08 remain under negotiation; Rural and Social Community Programme Grant Schemes launched; Precept received; CBC are aware of issues relating to a property in Brook Lane; the parish sports programme at Chelmer Park attracted 37 youngsters on 23 July and 33 on 31 July; CBC's Mobile Customer Information Service will be at Galleywood Library on 18 October 9.30 am – 12.30 pm.

7. **FINANCIAL MATTERS**

- 7.1 **RATIFICATION OF BILLS PAID** Cllrs approved the bills paid during September 2007 totalling £4118.64 and the Chairman signed the schedule.

8. BEST KEPT VILLAGE COMPETITION 2008

Clerk to circulate a copy of the previous assessment form with comments by the judging panel. All comments made need to be carefully reviewed and the decision to enter the Competition needs to be made by GPC as a whole. *Action : As stated and place on Agenda for 3 December 2007.*

9. FOOTPATH 62

GROW has cleared the area, neighbours have agreed to replace gravel boards, and CBC have replaced the tarmac surface by the metal barrier chicane at the Chaplin Close end of the footpath.

- **Street Lights** In the past, GPC used to co-fund the cost of new street lighting brackets in Galleywood. The lane leading to The Stables Nursery was noted as a particularly dark area which would benefit from extra lighting. As a neighbour, Cllr Bob Villa declared an interest. *Action : Clerk to obtain quotations for a new pole bracket and place on the 5 November 2007 Council Agenda.*

10. COMMUNITY AWARDS

In a letter dated 14 September 2007, The Mayor of Chelmsford had invited nominations in the following categories – voluntary service by young people; voluntary service by adults; outstanding achievement and achievement over adversity. All Cllrs were given copy papers and asked for nominations in time for the deadline date of 26 October 2007. *Action Cllrs.*

11. USE OF RON WHITE PHOTOGRAPHIC COLLECTION

The Chairman had liaised with St Michaels Junior School following the Council's decision taken in September 2007. A disc with 62 images that can be viewed on screen or as a slide show (but remain unprintable) had worked well. Cllrs noted that a further request for the loan of Ron White Photographic Folders would be forthcoming in January 2008. A second request has been received from the Director of Communications of Great Leighs Racing. The completion of the new race course is drawing near and it was noted that there could be a "Galleywood Cup". Collaboration with GPC and use of photographs is being progressed by the Chairman.

12. BUS SHELTER SURVEY

Following discussions at the Finance Committee Meeting, it was confirmed that the Clerk is obtaining quotations for a replacement wooden shelter along Stock Road by Bakers Lane. *Action : Clerk.*

13. WATCHHOUSE ROAD – TRAFFIC CALMING AND PARKING ON THE GRASS VERGE

- **Traffic Calming** Cllrs noted a letter from Essex Police dated 4 September 2007, which stated that during the past 18 months, 110 fixed penalty tickets had been issued in Galleywood for traffic offences many of which were for excess vehicle speed. PCSO's are now frequently seen using hand held cameras.

8.45 pm *The Chairman closed the meeting.*

8.46 pm *The Chairman reconvened the meeting.*

Concerns can be raised at the next Neighbourhood Action Panel (NAP) meeting would take place on Tuesday 9 October 2007.

- **Parking on the Grass Verge** A site visit with CBC Officer Mr Mike Shaw had taken place, it remained outstanding for Cllr Roy Van Tromp to produce a number of sketch ideas. *Action : Cllr Van Tromp.* In Watchouse Road it is believed that a planning application will shortly be submitted for a dropped kerb, and there is the possibility that the path will be refurbished during 2008/09. In addition Cllrs believed that cars were being advertised for sale on the greensward, and details had been forwarded to CBC for investigation.
- Cllrs made comment regarding the comprehensive study undertaken by ECC Officer Mr Robin Murray relating to traffic calming in Watchouse Road, and called for a site meeting to review any new ideas. *Action : Clerk.*

9.00 pm *The Chairman closed the meeting.*

9.01 pm *The Chairman reconvened the meeting.*

14. **REPORTS**

14.1 **Greening Galleywood** The next Committee meeting will take place on Wednesday 3 October 2007.

14.2 **Tree Warden** A proposal for Winter tree planting has been forwarded to CBC. Maintenance/gardening remains an issue, and a meeting with the Probation Office is being pursued. The Clerk will also write to the Galleywood Horticultural Society seeking assistance. If no volunteer time is forthcoming, Cllrs will need to consider engaging a gardener. It was further noted that the wooden support posts for the Cherry trees in Cottey House grounds need removing *Action : Clerk.*

14.3 **Courses attended by Councillors or the Clerk** It was agreed that reports are no longer needed following attendance at Courses. Cllr David Stevenson gave details of the forthcoming River Pick on 13 October 2007.

15. **PARISH OFFICE PROCEDURES**

15.1 **Proposed meeting dates for 2008** The Clerk tabled a third version of proposed dates. After due discussion, and concern relating to proliferation of Committee meetings, the following was agreed :

- Extend the schedule to include end of the 2008/09 financial year.
- From 1 January 2008 combine the Finance and Resources Committee to meet monthly on a Thursday evening. An assessment of Agenda items to be made prior to each meeting to see whether or not a meeting is required.
- Greening Galleywood Project will finish at the end of 2008 Committee meetings will therefore cease.
- Galleywood Heritage Centre Project – amend to a Monday with three weekly working parties and one Committee meeting (thereby removing the working party on the same week as a Committee meeting).
- Remove Council meeting in August.
- A full presentation and guest speaker to be invited to alternate Annual Parish Open Forum meetings – in which

case if agreed, the APM in 2008 would be a separate night to the standard full Council meeting.

Action : Clerk to produce a 4th meeting schedule.

16. **DATE OF NEXT MEETING** 5 November 2007.

*There being no further business to be transacted,
the Chairman closed the meeting at 9.50 pm*

Minutes taken by Ms Jane L Head, Clerk to Galleywood Parish Council

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(Signed, Chairman on 1 October 2007)