

**MINUTES OF GALLEYWOOD PARISH COUNCIL  
HELD AT THE KEENE HALL, GALLEYWOOD  
ON MONDAY 2 JUNE 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 Bob Villa (Chairman) and Cllr Neville Paul (Vice Chairman) with Cllr Chris Dicks, Cllr Bob Harman, Cllr Mrs Janette Potter, Cllr David Stevenson, Cllr John Turkentine and Cllr Roy Van Tromp.

**2. APOLOGIES AND REASONS FOR ABSENCE**

Cllr Mrs June Baker due to work commitments.

**3. DECLARATION OF INTERESTS**

No declarations raised.

**4. PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA (2 Members of the public present)**

No questions raised.

**5. EALC RECOMMENDED MEETING PROCEDURES**

Cllr Turkentine (former Chairman), Cllr Bob Villa (former Vice Chairman) and the Clerk had met with EALC on 14 April 2008. Recommendations from the meeting had been circulated to all Cllrs. Discussion ensued and the following comments were made :

- If power has been devolved to a Committee decisions taken at that Committee should be accepted by the Council.
- A decision of the Council cannot be reversed within 6 months except by resolution following a written notice by 5 members of the Council or recommendation from a Committee. If there was a decision to be reversed the Chairman and Clerk should be advised and the matter debated urgently.
- Concern that two Chelmsford Borough Councillors are unable to attend GPC Planning Committee meetings in order that they may discuss GPC planning issues at Borough level.
- Concern that two members of the Council who work during the day are unable to attend the day-time Galleywood Heritage Committee meetings. It was noted that in a couple of months time the Committee would change to a Trusteeship with reduced number of Cllrs as Trustees. The Chairman said that all meetings could be changed to the evening if Cllrs wished.
- At present as Committees have devolved power, GPC could consider full Council meetings taking place quarterly, ensuring that Committees are abiding by their remit.
- Greening Galleywood and GRoW also meet during the day because Essex Wildlife Trust officers do not work in the evening.
- Concern expressed that meetings have changed over the past eighteen months and there seemed no time to debate issues.
- In the near future Committee Chairman would be asked to review their respective Committee's Standing Orders.

- It was agreed that Public Announcements return to the next Agenda, for example, Cllrs wished to record the recent 90<sup>th</sup> birthday of Mr Stan Church.

Cllr Mr Roy Van Tromp proposed that each Chairman, or in his/her absence the Vice Chairman of the Committee, present the Minutes in numerical order in order to : a) provide any additional information that is necessary and b) to enable any member of the Council who was unable to be present at the Committee to ask questions. The motion was seconded by the Chairman. All agreed, the motion was thereby carried.

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

Defer to next meeting. *Action : Clerk to place on Agenda for 7 July 2008.*

7. **7.1 MINUTES OF THE COUNCIL MEETING HELD ON 12 MAY 2008 AND ANY MATTERS ARISING**

The Chairman ran through each page of the Minutes and the Clerk tabled the following Matters Arising :

- **Appointment of Internal Auditor** Baker Tilly would undertake the audit on 5 and 6 June 2008.
- **QPS - Letterhead** A proposed letterhead had been circulated. *Action : Clerk to check version proposed by the Vice-Chairman and adopt.*
- **Telephone System for Galleywood Parish Council Office** The Clerk and Assistant Clerk are in the process of updating all papers to show the new telephone numbers and QPS logo.
- **A12 Enquiry** The Clerk had liaised with Cllr Bob Harman and revised comments had been forwarded by email to meet the required deadline.
- **Lighting on Galleywood Common** The matter is being progressed through the Finance and Resources Committee.
- **Amendment to Terms of Reference of the Galleywood Heritage Centre Project Committee** A further amendment to the Terms of Reference to be brought to the July Council meeting. *Action : Council Agenda 7 July 2008 Discussion on any future changes to the Terms of reference deferred.*
- **Friends of Historic Essex** Letter forwarded.
- **Affordable Rural Housing in Stock** As Chelmsford Borough Councillor, Cllr David Stevenson had accepted the open house invitation on 30 May 2008 and reported that no representative had been present and the area was very much a building site. *Action : Clerk to send a letter to the organisers.*
- **Article for EALC** Clerk to write an article on the achievements of Greening Galleywood and the Galleywood Heritage Centre. *Action : Clerk.*
- **Complaint Regarding Junction of Barnard Road with Watchouse Road** ECC had visited the site and would monitor. The Clerk had advised the parishioner.
- **Noticeboard at Pipers Tye** Cllr John Turkentine had produced a mock-up picture showing the proposed new noticeboard by the Pipers Tye sign near the green. The Clerk had hand-delivered to neighbours in the vicinity, placed

details on noticeboards and the website requesting comments back by 12 June 2008. *Action : Clerk to place on Council Agenda 7 July 2008.*

- **Noticeboard in the Keene Hall Grounds** Cllr John Turkentine had produced a mock-up picture showing three possible locations for the three-bay noticeboard in the Keene Hall grounds. The matter had been taken to the Keene Hall meeting on 28 May 2008 and Trustees had verbally indicated favouring the location close to the corner of The Street. Discussion ensued and Cllr Neville Paul asked to move to next business. Discussion continued regarding the proposed location of the noticeboard on the railings close to the corner of The Street. Cllrs had agreed the proposed siting 3:2, it was suggested that a survey of the site take place outside the meeting. Cllr Neville Paul referred to Standing Order 29 m ii) Proceed to Next Business, the Chairman said that a seconder had not been received, Cllr Roy Van Tromp said he had seconded the motion, Cllrs voted 3:4. It was agreed that Cllrs have a site meeting and weigh up the pros and cons. Take to next Finance and Resources Committee meeting on 19 June 2008. *Action : Clerk.*
- **Report back from Training for Members Code of Conduct Meeting held on 28 April 2008** Cllr John Turkentine stated there was nothing further to add.
- **Annual Parish Meeting for the Electors of Galleywood – 16 April 2008** Vandalised bus timetable to shelter in Watchouse Road - The Clerk stated that ECC had replaced the frame and timetables were being printed ready for installation w/c 2 June 2008.

It was proposed by Cllr Roy Van Tromp and seconded by Councillor Mrs Janette Potter that subject to amending under item 13.2 Friends of Historic Essex, Galleywood Heritage Society to read "Committee", the Minutes were a true record of the meeting and the Chairman initialled the amendment with the Clerk, and signed the Minute Book.

## **7.2 MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT COMMITTEE MEETINGS HELD ON 8 and 22 MAY 2008**

The Chairman reviewed each page of the Minutes. It was noted under 5.1 of the Minutes of 8 May 2008, that Cllrs would be issued with a bound copy of the Business Plan. The Minutes of 8 May 2008 were noted. The Minutes of 22 May 2008 were noted as draft.

## **7.3 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 15 MAY 2008**

Discussion ensued regarding the forwarding of Committee papers to Cllrs. Cllr David Stevenson proposed that papers are sent by email with a hard copy presented at the Council meeting, this was seconded by Cllr Bob Harman. It was further added that those Cllrs who do not have access to a computer and prefer to read a paper copy can by special arrangement receive copies in the post. Put to the vote, all agreed with one abstention. Motion carried. *Action : Clerk to co-ordinate.* Discussion ensued regarding participation on

planning issues at Parish Council level by Chelmsford Borough Councillors Mrs Janette Potter and David Stevenson. It was agreed that both Cllrs would seek advice from CBC's solicitor. The Chairman of the Planning Committee ran through the Minutes which were noted as draft.

**7.3.1 Proposed Traffic Calming Measures**

The Chairman of the Planning Committee indicated that a further "quad" meeting would take place in October 2008. In relation to a proposal for the installation of "SIDS", Cllr Chris Dicks asked that costings be established together with the provision of any grants or match funding from ECC, or systems on loan, ready for consideration at the Finance and Resources Committee meeting on 19 June 2008. *Action : Clerk.*

**7.3.2 08/00476/OUT – Temple Farm, Ship Road, West Hanningfield, Chelmsford – construction of 69, 296 sq metres gross floor space of employment development (Use Classes B1, B2 and B8) together with access, parking, servicing and landscaping and off site works including – improvements to the A12/Stock Road junction dumbbell roundabouts**

8.35 pm *Cllr Mrs Janette Potter left the meeting*

This item had been brought to the full Council meeting because of the deadline for comments being 3 June 2008. The Chairman of the Council stated that in future as the Planning Committee had devolved powers if a plan fell outside the normal Planning Committee cycle, an Extraordinary Planning Committee should be called. The Chairman of the Planning Committee agreed adding that as and when a full planning application was received this would take place.

8.43 pm *Cllr David Stevenson left the Committee table and did not take part in discussions.*

The Chairman of the Planning Committee tabled a paper on the outline planning application, Cllrs agreed that he liaise with the Clerk on 3 June 2008 and submit observations.

8.45 pm *Cllr Mrs Janette Potter and Cllr David Stevenson returned to the meeting.*

**7.4 MINUTES OF THE EXTRAORDINARY MEETING OF GALLEYWOOD PARISH COUNCIL CALLED BY THE CHAIRMAN ON THURSDAY 22 MAY 2008**

The Chairman ran through the Minutes. The Minutes were proposed by Cllr Chris Dicks, seconded by Cllr David Stevenson, and agreed. The Chairman signed the Minute Book.

**7.5 MINUTES OF THE FINANCE & RESOURCES COMMITTEE HELD ON 22 MAY 2008**

The Chairman of the Committee ran through the Minutes. Referring to the Gilberts Telephone Box at Pipers Tye, Cllr Mrs Janette Potter confirmed that she had made contact with the CBC Officer dealing with consultation and had indicated that GPC would like the Telephone Box to remain in situ,

or if removal is the outcome, GPC would consider purchasing it.  
*Action : Finance and Resources Committee Agenda 19 June 2008. The Minutes were noted as draft.*

## 8. **CORRESPONDENCE**

- 8.1 1<sup>st</sup> Galleywood Scout Group** A letter of thanks for the GPC grant was received on 16 May 2008.
- 8.2 St Michael and All Angels Church** A letter of thanks for the GPC grant was received on 13 May 2008.
- 8.3 QPS Presentation** A presentation by the Mayor in the Council Chamber has been arranged for Wednesday 16 July 2008 at 7.00 pm. It was agreed that the Chairman receive the Award. Clerk to advise attendance by Cllrs. *Action : Clerk to circulate details to all Cllrs.*
- 8.4 Specials Constabulary Recruitment Campaign Summer 2008 – Central Division** The Clerk tabled a letter giving recruitment dates at Chelmsford Police Station on 4 June and Braintree Police Station on 8 July with further dates during the summer.
- 8.5 Advanced Councillor Training Day 1** *Action : Clerk to circulate details of the course on 15 July 2008 at Great Dunmow.*
- 8.6 Larger Local Councils Forum** *Action : Clerk to circulate details of the forthcoming meeting on 17 June 2008, 9.30 am at Great Dunmow.*
- 8.7 EALC Buckingham Palace Garden Party** GPC are invited to nominate a past Chairman having given ‘service of recognition’ to their community. Nominations are to be received by EALC on 10 September 2008 and the lucky recipient will be drawn at the EALC AGM on 24 September 2008. Cllr Mrs Janette Potter nominated Cllr John Turkentine, this was seconded by Cllr Roy Van Tromp. *Action : Clerk to circulate together with details of previous nominees.*
- 8.8 Galleywood Grapevine Newsletter** An email had been received from the Editor of Viewpoint (parish magazine for St Michael and All Angels Church), regarding the proposed idea of the Church contributing to each issue of Galleywood Grapevine, or enclose articles with the Newsletter. Cllr John Turkentine gave further information to the Committee. After due discussion it was agreed that GPC did not want to proceed with the proposal. *Action : Clerk to write accordingly.*
- 8.9 Thank you** An email from Cllr Mrs Janette Potter dated 14 May 2008 was tabled thanking Cllrs for the Galleywood Parish Council Rose Bowl presented at the last meeting.

## 9. **LAWN CEMETERY**

Cllrs reviewed the issue of the Lawn Cemetery Burial Ground sign which currently reads “Great Baddow Parish Council Lawn Cemetery”. Great Baddow Parish Council have indicated that GPC can fund a brand new replacement sign to include Galleywood, or they will include the wording when the sign needs replacing at some point in the future. The Clerk had obtained two quotations for a replacement sign using

the existing sign legs at £520.00 or with legs at £750.00. After due discussion, it was proposed by Cllr Mrs Janette Potter that the Chairman and Vice Chairman of GPC meet with the Chairman and Vice Chairman of Great Baddow PC to reach a compromise. If Great Baddow PC are happy for GPC to fund a replacement sign of their choice and cost, upon completion of the signing of the lease, a "without prejudice" letter be sent by both parties to solicitors indicating agreement. The exact wording on the sign can be agreed later. Seconded by Cllr Chris Dicks and agreed by all Cllrs. *Action : Clerk.*

**10. REPORTS**

**10.1 Tree Warden** Due to annual leave, a Report had not been available.

**11. DATE OF NEXT MEETING**

Monday 7 July 2008, 7.00 pm in the Keene Hall.

*There being no further business to be transacted,  
The Chairman closed the meeting at 9.15 pm  
Minutes taken by Ms Jane Head  
Clerk to Galleywood Parish Council*

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*(Signed, Chairman on 7 July 2008)*