

**MINUTES OF GALLEYWOOD PARISH COUNCIL  
HELD AT THE KEENE HALL, GALLEYWOOD  
ON MONDAY 7 JULY 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. PUBLIC ANNOUNCEMENTS**

**1.1 Village of the Week**

The Chairman announced that Galleywood had been chosen by the Essex Chronicle as their "Village of the Week" to be featured on 17 July 2008. A community photograph had taken place at the village sign on 28 June and a reporter had met with Councillors and parishioners on 4 July 2008.

**2. RECORD OF COUNCILLORS PRESENT**

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

**3. APOLOGIES AND REASONS FOR ABSENCE**

Cllr Mrs Janette Potter, leave.

**4. DECLARATION OF INTERESTS**

No declarations raised

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

**5.1 Friends of the Galleywood Heritage Centre**

Mr Ken Edwards, Friends Treasurer thanked Galleywood Parish Council for their grant.

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

The Vice Chairman had discussed the responsibilities of a Trustee with Cllr Mrs June Baker. *Action : Clerk to ascertain whether or not Cllr Mrs June Baker would wish to become a Trustee and leave on the Agenda to confirm response.*

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

**7.1 MINUTES OF THE COUNCIL MEETING HELD ON 2 JUNE 2008 AND ANY MATTERS ARISING**

The Chairman presented the Minutes. It was proposed by Cllr John Turkentine, seconded by the Vice Chairman and agreed, that the Minutes were a true record of the meeting. The Chairman signed the Minute Book. The following Matters Arising were raised :

- **Affordable Rural Housing in Stock** The Clerk had written to the organisers of the "open house" event on 30 May who had responded apologising to Cllr David Stevenson and offering a personal guided tour. *Action : Cllr David Stevenson to follow-up as appropriate.*
- **Noticeboard in Keene Hall Grounds** A solid oak noticeboard has been ordered, and a contractor has been appointed to undertake removal and installation, the project remains within the agreed budget of £2,500.

- **EALC Buckingham Palace Garden Party** It was proposed by Cllr Roy Van Tromp, seconded by Cllr Chris Dicks and agreed that Cllr John Turkentine be nominated as a past Chairman. *Action : Clerk to submit details to EALC.*
- **Lawn Cemetery** The Chairman and Vice Chairman had a productive meeting with the Chairman and Vice Chairman of Great Baddow Parish Council. Agreement had been reached for a new sign to be funded by Galleywood PC with wording at the top to state "Great Baddow Parish Council" followed by "Galleywood and Great Baddow Lawn Cemetery" with Great Baddow Parish Council's contact details. Great Baddow PC are obtaining a quote for the replacement sign and will forward details to Galleywood PC for approval. *Action : Bring to next appropriate Agenda. Clerk to advise solicitor and check any amendments to lease prior to signing.*

## **7.2 MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT COMMITTEE MEETINGS HELD ON 5 AND 19 JUNE AND 3 JULY 2008**

The Chairman presented the Minutes for 5 and 19 June 2008 which were noted. The Minutes of 3 July 2008 were noted as draft and discussion ensued regarding item 9.4.3 Transfer of Funds. Cllrs acknowledged that it is fundamental for £1,000 to be transferred from the GPC Galleywood Heritage Centre bank account to open the new Trust account. When the appropriate paperwork is ready, Cllr John Turkentine will advise the Clerk to raise a cheque. It was further agreed that Cllr Bob Harman will prepare a schedule of "anticipated costs" which will become effective, once the lease has been signed. *Action : as stated.*

### **7.2.1 Revised Terms of Reference**

The revised Terms were tabled. Adviser Mr Ted Hawkins has been removed. It was proposed by the Vice Chairman, seconded by Cllr Bob Harman and agreed that item 5. be reworded to read "There shall be a minimum of six public meetings a year (dates to be agreed)". Subject to the amendment, the Terms of Reference were proposed by Cllr John Turkentine, seconded by Cllr Bob Harman and agreed by all present. *Action : Clerk to organise amendment and issue.*

## **7.2 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 12 JUNE 2008**

Cllr Roy Van Tromp, Planning Committee Chairman presented the Minutes which were noted as draft. With regard to items :

### **7.1 07/02503/AOD1 – White House, Stock Road, Galleywood CM2 8PW – Approval of Detail on Planning Application 07/02503/FUL**

It was confirmed that CBC Planning Enforcement had visited the location and work had stopped.

### **10.1 APP/W1525/A/08/2074419/NWF – Land Rear of 41 Well Lane, CM2 8QZ – Residential development to provide 4 no four bedroom detached dwellings**

A meeting had been organised by residents and attended by

Cllr Mrs Janette Potter in her capacity as Chelmsford Borough Councillor. Parishioners are encouraged to respond to all applications for the site.

11. **Traffic Calming** At the next Planning Committee the Minutes be amended to read the purchase of SIDs are being considered for the Watchouse Road area.

7.4 **MINUTES OF THE FINANCE AND RESOURCES COMMITTEE MEETING HELD ON 19 JUNE 2008**

Cllr Chris Dicks, Finance and Resources Committee Chairman presented the Minutes which were noted as draft. At the next meeting the Minutes will be amended to include attendance by Cllr Neville Paul. Cllr John Turkentine stated he still had the opportunity to collect a small computer table free of charge.

8. **CORRESPONDENCE**

- 8.1 **Garages in Pyms Road** A parishioner had submitted a note to the Clerk on 7 July 2008 reporting vandalism, broken glass, rubbish and the general overgrown unkept appearance of the garages at the above location. Cllr David Stevenson reported that he was pressing for the garage area to be resurfaced, and was progressing all other matters with PCSOs, CHP and CBC. *Action : Cllr David Stevenson will follow-up. Clerk to contact PCSOs and find out what action has been taken; Cllr Bob Harman to raise at the NAP meeting on 10 July 2008.*
- 8.2 **Fairtrade Publicity** Four Cllrs voted in favour of the Chelmsford Fairtrade Town Campaign poster being displayed on GPC noticeboards for a period of 2 weeks. *Action : Clerk*
- 8.3 **Vehicles for sale in the shoppers car park at Galleywood Village Shops** Cllr John Turkentine has liaised with CHP who confirmed that they are checking signage and enforcement to try and stop vehicles being advertised for sale.
- 8.4 **Retirement of Inspector Cheryl Callow** The Chairman proposed a donation of £30.00 towards a retirement gift, this was seconded by Cllr Chris Dicks and agreed by all Cllrs with the exception of Cllr Roy Van Tromp. The motion was carried. *Action : Clerk to organise.*
- 8.5 **Mid Essex Area Forum – Minutes of the Meeting held on 23 April 2008** A section relating to the A12 Inquiry had been forwarded to the Planning Committee Chairman.
- 8.6 **Galleywood Common Liaison Group Meeting – Draft Notes of 18 June 2008** Noted.
- 8.7 **Chelmsford Citizens Advice Bureau** Cllr David Stevenson confirmed he would be attending the AGM on 9 July 2008.
- 8.8 **Carriageway Resurfacing in Watchouse Road Junction B1007 to just beyond the Keene Hall, Galleywood (2 July 2008)** Cllrs were impressed with the standard of workmanship.
- 8.9 **Code of Conduct Assessment of Complaints** The Clerk would attend the CBC briefing on 18 July, and Cllr Chris Dicks would attend the briefing for Councillors on 16 September.
- 8.10 **EALC Courses** Cllrs to advise any interest in Risk Management Course on 10 September 2008, and Freedom of

Information Act and Data Protection Workshop on 16 September 2008.

- 8.11 Motion for next full Galleywood Parish Council Meeting** Cllr Roy Van Tromp had prepared a motion for the September Council meeting in relation to attendance at meetings by PCSOs. The Chairman developed the issue and covered recent thoughts on re-addressing the issue of GPC part funding a PCSO for Galleywood. Not all Cllrs were in agreement with the idea, and Cllr Bob Harman was asked to raise the matter of 600 new officers for Essex at the NAP meeting on 10 July. *Action : Cllr Roy Van Tromp and Cllr Bob Harman to liaise and create a paper for the September Council meeting. Clerk to ensure that all background papers are available and place on the Agenda. Clerk to add Reports from Representatives on Outside Bodies and a further heading Items for Discussion on Future Agendas to subsequent Agendas.*

**9. AUDIT 200708**

It was proposed by Cllr Chris Dicks, seconded by Cllr David Stevenson and agreed that approval be given for the Chairman and Clerk/Responsible Financial Officer to sign the Statement of Accounts contained in the Annual Return for the year ended 31 March 2007, recording the Council minute reference, and signing the Annual Governance Statement approved by the Council and recording the Council minute reference. *Action : Clerk to organise.*

**10. AMENDMENT TO BANK MANDATE**

It was proposed by Cllr Chris Dicks, seconded by Cllr Roy Van Tromp and agreed that the Vice Chairman Cllr Neville Paul be added to the bank mandate, it was further agreed that Cllr John Turkentine continue to be a signatory. *Action : Clerk to organise.*

**11. GALLEYWOOD GRAPEVINE**

In view of the quantity of "over spill" editorial, Cllrs agreed that Cllr John Turkentine and the Clerk finalise the content outside the meeting. *Action : Cllr John Turkentine and the Clerk.* Further comments were made regarding the style of the Contacts page, and inclusion of Councillor's individual email addresses, Cllr Turkentine would develop the idea of setting up email addresses through UK servers.

**12. NEW NOTICEBOARD IN THE VICINITY OF PIPER'S TYE**

Comments had been received from four parishioners in the vicinity of Piper's Tye, three were in favour of a noticeboard close to the bus shelter in Watchouse Road and one in the layby by the post box, the idea of placing the noticeboard in the rear of the bus shelter was tabled by Cllrs. It was agreed that a few lines to encourage further comments from parishioners be placed in the Galleywood Grapevine Newsletter for final review and a decision at the September Council meeting. Cllrs also tabled the idea of a welcome to Galleywood sign (or similar), and introducing a Village Plan. *Action : Clerk to place on Council Agenda 1 September 2008.*

**13. GALLEYWOOD COMMON LIAISON GROUP**

Cllrs considered the content of the draft leaflet for Galleywood Common, Local Nature Reserve 2007 – 2017. The Chairman confirmed having checked the content with the agreed Management Plan and all was in

order. It was proposed by the Vice Chairman, seconded by Cllr David Stevenson and agreed that a donation of £200.00 be sent towards production of the leaflet along with the wording "endorsed by Galleywood Parish Council" (or similar) together with the GPC logo. *Action : Clerk to organise.*

14. **Christmas Lunch for Senior Citizens of Galleywood**

A working party be established to put together a plan of events. The date and basic arrangements need to be fixed ready for discussion at the September Council meeting. Cllr Bob Harman and Cllr David Stevenson volunteered to be part of the group along with the Clerk. Cllr Mrs Janette Potter to also be approached. *Action : Clerk and place on Council Agenda 1 September 2008.*

15. **STYLE OF PARISH COUNCIL**

15.1 **Committee Cycles** The Chairman introduced the item stating that a lengthy debate had taken place at the June Council meeting. The Chairman had canvassed the feelings of Cllrs through a survey which he had wanted to be a thought provoking document. To date three responses had been received. The Chairman asked that all remaining Cllrs complete the survey paper and forward to the Clerk so that the information can be circulated ready for discussion at the next Council meeting. *Action : As stated, Council Agenda 1 September 2008.*

15.2 **Terms of Reference for Committees** Chairman of each Committee to review their Terms of Reference and make sure that all details are correct.

15.3 **Galleywood Parish Council Surgery** Discussion ensued. Cllrs were in favour of a probationary period. Surgeries would need to be well advertised, be manned by 2/3 Cllrs and probably on a Saturday morning at the Keene Hall. *Action : Cllrs to put their views in writing to the Clerk including their availability.*

16. **BUSINESS CARDS**

The Clerk tabled sample business cards produced in-house by Cllr John Turkentine. All Cllrs were generally in favour of the business cards, Cllr Roy Van Tromp specified that he would not want his home email address printed on the reverse of the card. *Action : Cllr John Turkentine and the Clerk to organise production.*

17. **REPORTS**

17.1 **Tree Warden** The Tree Warden's Report was tabled, with the following points raised :

- **Tree Planting Winter 2008/09** A request that proposals be re-submitted to CBC regarding the planting of trees at the bottom of The Common was discussed. It was noted that any tree planting near a roundabout needs to be carefully considered because of site implications for motorists. CBC had also stated that heather and wild flowers were planted in the locality and trees would restrict growth. As the situation hadn't changed, the request would not be presented to the Galleywood Common Liaison Group.
- **Proposals for Planting Trees outside the Galleywood Heritage Centre** A proposal to plant trees to create a shaded

area for seating and enjoying refreshments be forwarded to the Heritage Centre Project Committee. *Action : Clerk to forward.*  
Cllr John Turkentine stated that he had put GPC's name on a list for "free trees" for the Galleywood Heritage Centre and Greening Galleywood Projects and would advise the Tree Warden. *Action : Cllr John Turkentine.*

**18. DATE OF NEXT MEETING**

*Monday 1 September 2008, 7.00 pm in the Keene Hall.*

**CONFIDENTIAL**

*In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw for Agenda Item 19, Land on Galleywood Common.*

*There being no further business to be transacted,  
the Chairman closed the meeting at 9.26 pm.*

*Minutes taken by Ms Jane Head  
Clerk to Galleywood Parish Council.*

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*(Signed, Chairman on 1 September 2008)*