

**MINUTES OF GALLEYWOOD PARISH COUNCIL
HELD AT THE KEENE HALL, GALLEYWOOD
ON MONDAY 3 JULY 2006 AT 7.00 PM**
*This document is the Clerk's record of the Council Meeting, formal
acceptance will take place at the next Council Meeting.*

PRESENT Cllr J Turkentine (Chairman) with Cllrs G Allen, Mrs J Bellamy, B Cooper, C Dicks, R Harman, K Rounce, Mrs J Potter, and D Stevenson

PUBLIC 100 members of the public

APOLOGIES All present

1. PUBLIC ANNOUNCEMENTS

- Unfortunately there would be no presentation by ECC Officer Mr R Murray because most up-to-date information had not been available. However, maps and papers had been hand delivered to the Council office during the afternoon of the meeting. Cllrs would review papers and organise a presentation in the near future.
- On Sunday 2 July 2006 during a special service of thanksgiving to mark the 85th anniversary of the Royal British Legion at St Michael & All Angels Church, the Galleywood Standard was accepted and will lay at the Church in perpetuity.

2. APOLOGIES FOR ABSENCE

All present.

3. PUBLIC QUESTION TIME

The Chairman introduced CBC Planning Enforcement Officer Mrs Christine Lyons who would assist with questions relating to Appeal Ref APP/W1525/A/06/2015328/NWF, Land adjacent Newells, Slades Lane, Galleywood :

7.05 pm *The Chairman closed the meeting.*

7.06 pm *Cllr Stevenson arrived.*

7.55 pm *The Chairman reconvened the meeting, Cllr Mrs Potter left the meeting.*

4. MINUTES (in date order)

4.1 COUNCIL MEETING 5 June 2006 AND ANY MATTERS ARISING

The Minutes were agreed and the Chairman signed the Minute Book.

- **MATTERS ARISING** The Clerk had circulated an annotated set of Minutes to all Cllrs indicating action taken and items outstanding. The Clerk added that she would provide more detailed information of actions taken in her next Matters Arising Report.

7.59 pm *Cllr Mrs Potter returned to the meeting*

- **Footpaths** A letter was tabled from a parishioner thanking GPC for recent action in assisting the route "Manor of Peverals Walk", and for recent improvements to Galleywood Village Shops.

- 8.00 pm

 - **Grants**
The Chairman declared an interest, signed the book and left the meeting.
 The Clerk tabled an email dated 3 July 2006 from Rev A Griffiths of St Michael & All Angels Church confirming that the Church had appointed a grass cutting contractor for the Vicarage Hall and Graveyard amounting to £2,000 for one day per month. Unfortunately it had not been viable for the Church to purchase their own equipment (as had been the stipulation of GPC's grant), and thus the cheque for £750.00 was being returned. Cllr Mrs Potter asked that it be recorded that she proposed the cheque be returned to the Church. As no decisions can be taken under Matters Arising, it was agreed that this be placed on the Council Agenda for 4 September 2006. *Action : Clerk.*
- 8.05 pm

 - *The Chairman returned to the meeting*
 - **Winter Service Review** The Vice Chairman confirmed that he would complete the questionnaire to meet the required deadline.
 - **Thank you** Cllrs asked that a letter of thanks be sent to CBC Officer Mrs Lyons. *Action : Clerk.*
- 4.2 **PLANNING COMMITTEE MEETING 15 JUNE 2006** Cllrs agreed to adopt the Minutes and the Chairman signed the Minute Book.
- 4.3 **GALLEYWOOD HERITAGE STEERING GROUP MEETING 28 JUNE 2006** A copy of meeting notes had been circulated to Cllrs, and were accepted. The recommendation that the Galleywood Heritage Group be merged with the Galleywood Historical Society would be taken to the Galleywood Historical Society's AGM in November 2006. Cllrs confirmed :

 - the continued funding of the Keene Hall premises (as agreed for the first 12 months of formation), including the cost of hiring the Keene Hall for an exhibition on 27 January 2007;
 - the use of GPC IT equipment (under supervision of a Cllr)
 - Cllrs would consider a request to pass on all obsolete GPC computer equipment (ensuring that all GPC data had been removed), and photocopier on the understanding that both groups merge (pend November AGM). (These items are currently stored in the basement but if agreement was reached would be removed).
- 4.4 **EXTRAORDINARY PLANNING COMMITTEE MEETING 29 JUNE 2006** Cllrs agreed to adopt the Minutes and the Chairman signed the Minute Book.
- 4.5 **FINANCE COMMITTEE MEETING 29 JUNE 2006**
 Cllrs agreed to adopt the Minutes. The accounts prepared by the internal auditor Baker Tilly were approved and authorisation was given that the Chairman and Responsible Financial Officer to sign the Annual Return, Statement of Accounts and Statement of Assurance. *Action : Clerk.*

5. **CORRESPONDENCE**

- 5.1 **ECC Local Bus Tender** It was noted that service no 52, Temple Grove to Pleshey was still under review.
- 5.2 **Community Initiatives Fund** All Cllrs encouraged to come forward with ideas. *Action : Cllrs.* Copy of paper to be sent to Cllr Mrs Potter. *Action : Clerk.*
- 5.3 **Chelmsford PCCG Extraordinary Public Meeting – 13 July 2006** The meeting coincided with GPC Planning Committee. Cllr Stevenson confirmed he would be able to attend. *Action : Clerk to organise.*
- 5.4 **RCCE 2006 AGM** The Chairman will attend in his capacity as RCCE Trustee.
- 5.5 **All The World's a Stage** The Clerk to obtain more details. *Action : Clerk and Agenda 4 September 2006 Council meeting in conjunction with Agenda item "Caring for the Elderly".*
- 5.6 **Planning for Play Programme and Chelmsford's Play Strategy** Cllrs noted that a briefing will be held in the CBC Council Chamber on 24 July from 7 – 9 pm.
- 5.7 **Essex Strategic Rail Seminar – 20 October 2006** Noted.
- 5.8 **Parish Sports Programme** It was resolved by Cllrs to fund two tennis coaching sessions costing £120.00. *Action : Clerk.*
- 5.9 **Heart and Sole** Details of forthcoming walks are advertised on the noticeboard. *Action : Discuss at GROW meeting.*
- 5.10 **Go East** A paper from the Government Office for the East of England received on 29 June 2006 was noted.

6. **FINANCIAL MATTERS**

Bills for payment totalling £8364.91 were ratified by Cllrs.

7. **REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES**

No items raised.

8. **LOCAL DEVELOPMENT FRAMEWORK**

- **Draft Statement of Community Involvement** Cllr Allen had reviewed a paper produced by Maldon District Council received on 23 June 2006. Chelmsford Borough Councillors Mrs Potter and Stevenson confirmed that CBC would be considering the LDF at a Development Control Meeting on 12 July and full Council on 19 July. Cllrs noted recent news that CBC had been allocated a further quota of 2000 homes. At this point in time Galleywood is not included. A paper produced by the RCCE entitled "Statutory Planning" was noted. *Action : Clerk to pass to the Planning Chairman for information.*

9. **COMMUNITY EMERGENCY PLANNING MEETING OF 19 JUNE 2006**

A note of the meeting was circulated to Cllrs. Although it is not necessary for a Parish Council to create an Emergency Plan, Cllrs agreed it is advisable. It was proposed by Cllr Mrs Potter, seconded by Cllr Cooper and agreed that :

- Cllr Stevenson be appointed the Emergency Co-ordinator
- A Deputy to be appointed from the Emergency Planning Group
- Good idea to have list of local doctors and nurses

- Organise a second meeting to complete the appropriate forms, members to be : the Chairman, Vice Chairman with Cllrs Mrs Bellamy, Mrs Potter and D Stevenson. *Action : Clerk.*

10. GALLEYWOOD GRAPEVINE SUMMER EDITION

Cllrs approved copy for the forthcoming issue. Under the Farming Diary, comment was made could the “yellow” tractor symbol be changed to “red” to concur with the statement that the “red tractor” symbol means that food is 100% British.

11. GREENING GALLEYWOOD

Ms Gen Broad from the Essex Biodiversity Project was following up working with BBC’s Breathing Places. With regard to funding for the Greening Galleywood project, a decision will be made at the end of July.

12. VILLAGE MATTERS

12.1 Litter Bin at West Lawn It was proposed by Cllr Mrs Potter, seconded by Cllr Cooper and agreed that CBC’s quotation to remove the redundant bus stop, provide an open top bin and installation all for £268.80 be accepted. *Action : Clerk to organise. Once in place item to be labelled GPC property and recorded on the Assets Register.*

12.2 CCTV improvement proposals for Village Shops A response remains outstanding from the CBC Officer Mr S Clarke. *Action : Clerk to forward copy papers to Cllr Mrs Potter who will follow up with CBC Officer Mr C Botfield.*

12.3 Improvements to Co-Op/Bekeswell Place/Galleywood Medical Centre frontage Following a site meeting with CHP, at the above location, CHP have removed builders rubbish and arranged for strimming and removal of graffiti. Cllrs noted that the paved area in front of the Co-Op is badly broken with numerous trip hazards, but unfortunately CHP are not sure about ownership of land. *Action : Clerk to write to ECC Officer Mr Chris Fox and investigate.*

12.4 Lawn Cemetery – report back from meeting with Great Baddow Parish Council on 22 June 2006 Unfortunately it transpired at the meeting that GBPC were in receipt of a draft lease prepared by GPC’s solicitor but GPC had not received a copy. The Clerk organised a free consultation with the solicitor and partner from IBB solicitors on 30 June 2006. Being in receipt of a draft lease a number of typographical errors were evident; concern was expressed that the lease tends to refer to buildings and not land; further comments from the meeting included - it is more appropriate for solicitors to liaise with each other; land registry needs to take place; boundaries need to be checked. It was confirmed that the allotments also form part of the same site and will ultimately become burial land. IBB solicitors would be reviewing all comments and have a report ready for the Council meeting on 4 September 2006.

12.5 Community Noticeboard Two quotations had been received, one for softwood painted white at £225.00 the second for sealed oak at £440.00. The suggestion by a Cllr that this new

noticeboard be combined with the Galleywood Neighbourhood Watch noticeboard was not agreed. It was stressed that this new noticeboard would be a "Galleywood Community Noticeboard". Cllr Mrs Bellamy agreed to manage the notices. It was proposed by the Chairman, seconded by Cllr Dicks and agreed that the quote for a sealed oak board at £440.00 or in the region of should the size slightly alter be accepted.

9.05 pm Cllr Rounce left the meeting

Cllrs further noted that an email from ECC regarding permission to site the noticeboard did not reach a clear conclusion.

Action : Clerk to organise a site visit and order the noticeboard at the appropriate stage.

12.6 What's On in Galleywood

9.07 pm Cllr Rounce returned to the meeting

Cllrs agreed to organising the above event calling on all clubs, associations and groups within Galleywood to man a table and advertise their activities. The event would run from 10 – 4pm in the Keene Hall with refreshments available. *Action : Clerk to check availability of the Keene Hall, Lodge Room and Kitchen for a Saturday in September and organise.*

12.7 Parking at Piper's Tye and Stock Road Unfortunately parking in a layby is not illegal and therefore ECC nor Essex Police have any powers; it is suggested that parishioners try a personal approach to their neighbours. With regard to Stock Road parking by a number of vans outside a house which is being refurbished and thereby blocking the pavement is a police matter. *Action : Cllrs to pass any photographs of incidents in the locality to the Clerk to forward to the Traffic Police. In the meantime, Clerk to forward an email to Cllr Dicks for onward transmission to the Traffic Police.*

13. PARISH OFFICE PROCEDURES

Cllrs requested that papers for full Council, Finance and Planning Committees be emailed and then a hard copy pack of papers be available for each Cllr on the night of the meeting. The Clerk would continue to forward email copies of CBC press releases. *Action : Clerk.*

13.1 Dispensation for Councillors who are Keene Hall Trustees Unfortunately the CBC meeting scheduled for 28 June had been cancelled and reorganised for 19 July 2006.

13.2 Credit Card Clerk to investigate a visa card and any charges; credit limits and working practices. *Action : Clerk and Agenda Council meeting on 4 September 2006.*

13.3 PDF Format for all Agendas, Minutes and attachments Documents created in PDF can be read by any computer, and it is much easier to upload to the website. Cllrs agreed to the change but it was noted that documents then become "read only" rather than "live". *Action : Chairman and Clerk.*

13.4 Minute Numbering Protocol To consider using a sequential numbering system from start of next financial year. *Action : Investigate – Agenda Council meeting 4 September 2006.*

13.5 Asset Register Review and Action Plan An annual review of bus shelters and litter bins needs to be in place. The Chairman had undertaken a review and recommended action against various problems in 2005 but as no group or individual has been identified to monitor the situation the matter had not progressed. Should the Asset Register and associated work required be brought to Council or should a working group meet annually ? It is also important that any repairs and acquisitions are added to the Register. At present there is a resource problem but this project could become a task for the new recruit once appointed.

13.5.1 Bus Shelter During a review under taken in September 2005 vandalism to the bus shelter opposite the Co-Op in Barnard Road was identified. Unfortunately continued vandalism by way of cigarette and lighter burns to the glazed panels means that between 1 – 3 panels may need replacing. Costings from Commutaports Ltd specify one panel at £120.00 or £145 with anti graffiti coating plus VAT and site survey. *Action : Clerk to confirm that GPC own the bus shelter, organise a site visit. It was proposed by Cllr Mrs Potter, seconded by Cllr Dicks and agreed that a budget maximum of £600.00 be set to cover repairs.*

13.6 Website – Links to Local Community Services Cllrs were in full agreement that links be added to the GPC website including Keene Homes. *Action : Cllrs to forward ideas to the Chairman.*

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 Items 14.1 Staff Recruitment – Assistant Clerk, 14.1.2 Agree Interviewing Panel and Set Dates, 14.1.3 Nominated Tree Warden 14.2 Galleywood Common

17. DATE OF NEXT MEETING
Monday 4 September 2006 at 7.00 pm

There being no further business to be transacted, the Chairman closed the meeting at 9.55 pm

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

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(Signed, Chairman on 4 September 2006)