

**MINUTES OF GALLEYWOOD PARISH COUNCIL  
HELD AT THE KEENE HALL, GALLEYWOOD  
ON MONDAY 4 SEPTEMBER 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** 13 members of the public

**APOLOGIES** All present

Presentation of the Galleywood Community Awards

*On behalf of Galleywood Parish Council,*

*the Chairman was delighted to present certificates to the following members of the community for their outstanding contribution to the village of Galleywood during the current term of office April 2003 - May 2007. Carole and Brian Hale - for their wide-ranging involvement with St Michael & All Angels Church, Coffee Pot and Friendship Plus. A fond farewell was also extended to Carole and Brian who will be leaving Galleywood on 25 September 2006. Gordon Cook - for his work on the Galleywood Village Design Statement. Gordon recalled his first community duty of blowing the organ bellows at the age of 15 years. John Bellamy - for many contributions in the village including the Galleywood Horticultural Society, Methodist Chapel, Cottage Garden Society and Community Transport. All Certificates were gratefully received and photographs were taken.*

**1. PUBLIC ANNOUNCEMENTS**

No items raised.

**2. APOLOGIES FOR ABSENCE**

All present.

**3. PUBLIC QUESTION TIME**

No items raised

7.08 pm *The Chairman closed the meeting.*

7.09 pm *The Chairman reconvened the meeting.*

**4. MINUTES (in date order)**

**4.1 COUNCIL MEETING 3 JULY 2006 AND ANY MATTERS ARISING**

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

- **MATTERS ARISING** Councillors accepted the Clerk's annotated set of Minutes indicating action taken.

**4.2 CDRP STEERING GROUP MEETING HELD ON 25 JULY 2006**

A copy of the meeting notes had been circulated to Cllrs and were accepted. Cllrs agreed that Inspector Cheryl Callow be invited to give a 30 minute presentation at the October Council meeting. *Action : Clerk to organise.*

**4.3 MINUTES OF THE GREENING GALLEYWOOD COMMITTEE MEETING HELD ON 14 AUGUST 2006** A copy of the Minutes

had been circulated to Cllrs, and were adopted. On 12 July 2006 the Countryside Agency on behalf of the National Heritage Memorial Fund had confirmed a grant of up to £24,979.00 for the Greening Galleywood Project. A vote of thanks was extended to Cllrs Cooper and Turkentine for all their hard work in securing the grant. At the appropriate time the Project should be placed on an EALC Agenda. Cllrs confirmed that the Project Questionnaire had been hand-delivered to all parishioners over 2/3 September and BBC's Breathing Places were very interested in the Project.

**4.4 MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON 13 JULY AND 17 AUGUST 2006** Cllrs adopted the Minutes of the 13 July 2006 and the Chairman signed the Minutes dated 17 August 2006.

- o **06/01477/FUL – Land at Homemead, Galleywood, erection of 6 no two bedroom flats** Both Chelmsford Borough Councillors are unable to attend the CBC meeting on 19 September 2006 covering the above plan. Cllr Mrs Potter had requested that the item be transferred to October but this has not been confirmed. It was suggested that the Chairman and Vice Chairman attend. Cllrs noted that the site has now been cleared and CBC Officers Messrs Green, Wallis and Holmes would visit.
- o **06/01669/OUT – Grays Industrial Estate, Rignals Lane – Residential development (all matters reserved)** A public meeting has been organised for Saturday 9 September 2006, 10 am in the Keene Hall prior to the GPC Planning Committee meeting on 14 September 2006. Cllrs Cooper and Mrs Bellamy extended their apologies. Any absent Cllrs should send their comments to the Clerk prior to the meeting.

**5. CORRESPONDENCE**

- 5.1 Dispensation** In a letter from CBC dated 25 July 2006 it was confirmed that the Standards Committee agreed to a dispensation for the six Galleywood Parish Councillors who are also Trustees of the Keene Hall Charity – Cllrs Mrs Bellamy, Dicks, Mrs Potter, Harman, Stevenson and Turkentine, in order that they may participate in discussions about the Keene Hall.
- 5.2 CHP Housing Seminar – 5 October 2006** The Chairman would consider attending the seminar at Furze Hill. *Action : Clerk to forward papers.*
- 5.3 EALC Planning Day – 17 October 2006** Cllr Harman, Chairman of the Planning Committee will attend the training day.
- 5.4 EALC Annual General Meeting – 20 September 2006** Cllr Stevenson will attend and provide a written report.
- 5.5 Temporary Prohibition of Traffic Order 2006** Re-surfacing works necessitate temporarily closing Margaretting Road (London Hill) from its junction with B1007 Stock Road to junction with Maldon Road, and Maldon Road from its junction with

Margaretting Road to its junction with Swan Lane commencing 8 September 2006 for ten days.

**5.6 Galleywood Library** Whilst Great Baddow Library is closed for refurbishment (4 – 19 September), Galleywood Library will have extended opening hours. Details are displayed on noticeboards.

**5.7 Draft Gambling Licensing Policy** Any comments to be sent to the Clerk by the 31 October 2006.

**5.8 Parish Sports Programme** It was noted that 36 children had attended the tennis coaching session on 31 July, and 27 on 7 August 2006.

**5.9 Draft Essex School Organisation Plan 2006 - 2011** Cllr Allen's comments were accepted "The present schools' provision, both primary and secondary in Galleywood is satisfactory and likely to remain so for the period 2006 – 2011, because of the protection afforded by Green Belt planning restrictions against any extensive housing development".  
*Action : Clerk to advise School Governors of planning application in Rignals Lane.*

7.40 pm *The Chairman closed the meeting*

7.41 pm *The Chairman reconvened the meeting*

**5.10 Galleywood Common Liaison Group Meeting** The next meeting will take place on 18 October 2006, 7pm in the Crompton Room. It was noted that a Liaison Officer has been appointed to manage the day-to-day running of Galleywood Common.

## 6. **FINANCIAL MATTERS**

**6.1 Ratification of Bills Paid** An error was noted in the total, defer Agenda item to later in the meeting.

**6.2 Computer Expenses 2006/07** Spend to date has been £710.60 against a budget of £500.00. Cllrs were concerned that no warranty agreement was undertaken at purchase, and GPC continue to be charged for repairs and call-outs to the office computers. It was also reported that the removable hard-drive for the Clerk's computer continued to cause problems.  
*Action : Chairman, Vice Chairman and Cllr Dicks to meet initially and then hold a further meeting with MDG Computers. Report back to the Council meeting on 2 October 2006.*

**Ratification of Bills Paid** Cllrs approved in principle the revised total of bills paid during June, July and August 2006 amounting to £5468.26, Chairman to sign. *Action : Clerk to double-check and re-issue.*

**6.3 Grant to St Michael & All Angels Church**

7.58 pm *The Chairman declared an interest and left the meeting, the Vice Chairman took the Chair.*

The cheque presented to St Michael & All Angels Church on 7 April 2006 to go towards the purchase of grass cutting equipment had been returned by Rev Griffiths in July. It was explained that the Church had paid a contractor £2,000 for grass cutting at the Vicarage Hall and graveyard equating to one day

per month. The purchase of equipment had not proved viable because of storage and insurance reasons. Cllr Mrs Potter explained that grass cutting at the Church had been inherited from Great Baddow Parish Council when Galleywood Parish Council was formed in its own right. Cllr Mrs Potter proposed that the cheque be returned as a grant towards grass cutting during the 2006/07 financial year. Cllr Stevenson seconded the proposal. Cllr Allen wished to record his opposition to the proposal as no funding was being given to the Galleywood Methodist Church. Cllrs stated that the Methodist Church and all local groups were able to apply for grants in the normal manner and forms are currently available from the GPC office. A recorded vote was taken. Those in favour of the proposal 7, against 1. The motion was carried. *Action : Clerk to write to Rev Griffiths.*

8.10 pm *The Chairman returned to the meeting.*

**6.4 Bus Shelter in Barnard Road** Following the July Council meeting, the Clerk had investigated various options regarding repair. *Action : It was agreed that the matter be placed on the Agenda for 2 October Council Meeting.*

**6.5 Ron White Annual Return 25 August 2006 – 25 August 2006** During the period one Exhibition was held on 25 February 2006 with 281 entrants at 50p each amounting to £140.50, cost of the hall amounted to £150.80 making a deficit of £10.30. Cllrs agreed that GPC would accept the loss which would not be carried forward. It was agreed that in future a more realistic entry fee of £1.00 or £1.50 be charged. *Action : Clerk to send the return to Mr White.*

**6.6 Galleywood Grapevine** As Cllr Harman has been appointment Planning Chairman, unfortunately he is no longer able to continue as Editor of the Galleywood Grapevine Newsletter. A vote of thanks was extended to Cllr Harman. The Clerk tabled a quotation from the Printing Place for editing of the Newsletter – one off set-up fee of £30.00 with cost per issue £120.00. Copy can be provided by email. The quotation was accepted by Cllrs. *Action : Clerk as necessary.*

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

No items raised.

## **8. COMMUNITY EMERGENCY PLANNING**

Responses are arriving from all sectors of the village indicating a capacity to assist in an emergency. Clerk to write to Rev Griffiths regarding the Vicarage Hall. Clerk to organise a second meeting. *Action : Clerk.*

## **9. GROW**

Cllrs agreed that the Steering Group meetings be reduced to two per year one in January to formulate the annual plan with a second review meeting in October.

## **10. GALLEYWOOD VILLAGE MARKET**

Cllrs agreed that the Village Market needed rejuvenating and suggested from 2007 that the markets be held quarterly on a Saturday

with a theme eg – Easter, Summer, Autumn and Christmas. Clerk to check availability of the first Saturday in December and book the Hall from 9 am – 1 pm. *Action : As stated and Agenda 2 October 2006, together with a review of the Constitution.* Cllrs agreed to a request for a “Fairtrade (Traidcraft) Stall”. *Action : Clerk to invite as a visitor.*

#### 11. **NOMINATED TREE WARDEN’S REPORT**

A meeting had taken place with the Tree Warden on 26 July 2006. Cllrs were in receipt of the NTW’s Report dated 4 September 2006 and commented as follows :

- Development at Rignals Lane Industrial Site. *Action : Clerk to send site plan of existing trees and trees to be considered for preservation to CBC and arrange a site visit with Lynn Cameron.*
- Cllrs made comment regarding the new development of two houses on Galleywood Common and the poor state of the hedge. *Action : Clerk to write to CBC Enforcement.*
- Hedge Plantings Glebe View and Galleywood Social Club. Noted.
- Watchouse Road Shops. Cllrs did not approve the use of “Roundup”. *Action : Matter to be passed to CHP.*
- Tree Planting Winter 2006/07. Cllrs approved the proposed planting scheme in Pyms Road. *Action : Clerk to organise a site meeting with NTW.*

#### 12. **VILLAGE MATTERS**

**12.1 Traffic Calming in Watchouse Road** Discussed ensued regarding the proposed idea of “pinch points”, Vehicle Activated Speed Signs, Speed Indicator Devices and Community Speedwatch. ECC’s letter dated 11 August 2006 had been circulated. *Action : Clerk to organise an evening meeting with CBC officer Mr R Murray. Agenda Council meeting on 2 October 2006.* Cllr Dicks would visit Ulting and Langford to review their Community Speedwatch scheme.

**12.2 Clean Environment Act** Cllrs were in receipt of the “Overview” section from the 2005 Act. Cllrs reiterated that GPC have a flyposting agreement with CBC; it was noted that PCSO’s can issue fixed penalty notices with regard to dog control. A letter and booklet from ENCAMS was noted. *Action : Clerk to check CBC’s powers.*

9.00 pm Cllr Mrs Potter left the meeting.

**12.3 Lawn Cemetery** A number of issues need clarification. *Action : Chairman and Vice Chairman to review.*

**12.4 Community Noticeboard** Since the July Council meeting various communications had been received from ECC, CHP and Galleywood Neighbourhood Watch (GNW). It transpired that ECC are not happy for a third noticeboard to be placed on the Library wall and also feel that the GNW noticeboard should be removed, with the suggestion that it be combined with GPC’s proposed new community board. In a letter from GNW dated 23 August 2006, it was stated that they would be happy to remove their board if one panel of the new GPC board could be

devoted solely to the prevention of crime. The Clerk informed Cllrs that GNW had yet to cash their £200.00 grant cheque issued in April 2006. *Action : Chairman, and Vice-Chairman to discuss the matter with GNW. Agenda Council meeting 2 October 2006.*

**12.5 What's On in Galleywood Exhibition – 21 October 2006**

The Clerk had sent letters to all Clubs, Associations and Groups in Galleywood on 10 July 2006. To date eight tables have been booked. Coffee Pot have confirmed that they will be able to run refreshments. *Action : Cllr Mrs Potter and the Clerk.*

9.20 pm *Cllr Allen left the meeting*

**12.6 All the World's a Stage Theatre Production** Cllrs decided to consider a booking in 2007/08 when the Essex on Tour brochure is received.

9.25 pm *Cllr Rounce left the meeting*

**12.7 Caring for the Elderly** In the absence of Cllr Mrs Potter who had requested the Agenda item, Cllrs felt the matter had been covered under 12.6. *Action : Clerk to review with Cllr Mrs Potter.*

**12.8 Neighbourhood Environmental Action Team (NEAT)**

Cllrs agreed the Galleywood Litter Pick date of Saturday 30 September, 10 – 12 noon to meet outside Bekeswell Place, Barnard Road. With regard to bulb planting, concern was expressed that these would probably be cultivated bulbs and not in keeping with ECC's policy of planting wild flowers on highway verges, nor the Greening Galleywood concept. *Action : Clerk to follow-up.*

**12.9 Skateboard Park/BMX** A letter from CBC's Youth Crime Reduction Officer had offered the use of a mobile skate ramp to Galleywood. Unfortunately a suitable venue meeting all stipulated requirements had not been found. The Clerk tabled a letter from CBC dated 18 July 2006 stating that they did not feel that Chelmer Park was a suitable location for a permanent BMX/Skateboard facilities but suggested Jubilee Park. Cllrs did not agree with this proposal. *Action : Chairman to look at neighbouring parishes who have such facilities and consider sites. Agenda Council meeting 2 October 2006.*

9.45 pm *Cllr Mrs Bellamy left the meeting*

**13. PARISH OFFICE PROCEDURES**

**13.1 Revision of Standing Orders** It was proposed by the Chairman, seconded by Cllr Dicks and agreed that Cllrs adopt the revision of Standing Order 41, Committees and Sub Committees section d) and e) referring to Delegated Powers to the Finance Committee, Planning Committee and Greening Galleywood Committee. The Clerk reiterated that this would allow decisions to be made at the various Committees and action undertaken without the need to bring back to the full Council meeting for sanction. It would also mean that Minutes would be signed at the next appropriate Committee meeting by the relevant Chairman.

- 13.2 Credit Card** Cllrs agreed in principle to a GPC credit card from Natwest, stating that the account should be settled in full at each statement. The Clerk is awaiting an application form but advised that the annual cost would be £25.00, use of the card be restricted to the Clerk or on her authority. *Action : Clerk to follow-up.*

*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 Assistant Clerk, 14.2 Capital Reserve Project.*

**15. DATE OF NEXT MEETING**

Monday 2 October 2006 at 7.00 pm

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

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

.....  
(Signed, Chairman on 2 October 2006)