

**MINUTES OF GALLEYWOOD PARISH COUNCIL  
HELD AT THE KEENE HALL, GALLEYWOOD  
ON MONDAY 5 FEBRUARY 2007 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 C Dicks, R Harman,  
N Paul, Mrs J Potter, and R Villa  
**PUBLIC** 6 members of the public

**1. PUBLIC ANNOUNCEMENTS**

- **Mr Ivor Gardner** With respect, Cllrs acknowledged the sudden death of Mr Ivor Gardner, whose funeral had taken place on 31 January 2007.

**2. APOLOGIES FOR ABSENCE**

Cllr B Cooper due to ill-health, Cllr Stevenson would be late.

**3. PUBLIC QUESTION TIME**

7.01 pm *The Chairman closed the meeting*

7.10 pm *The Chairman reconvened the meeting*

Items raised during Public Question Time :

- Continual parking by number of residents on the grass verge in Watchouse Road. *Action : Clerk to write to ECC and ask that letters be sent to residents asking that they refrain from parking on the grass verge.*
- Uneven paving slabs are evident in Homemead and Well Lane. *Action Clerk to report to CBC.*
- Poor condition of footways along Well Lane and Barnard Road and also road surface in Barnard Road. *Action : Clerk to report to ECC.*

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

**4.1 COUNCIL MEETING 8 JANUARY 2007 AND ANY MATTERS ARISING**

The Minutes were agreed and the Chairman signed the Minute Book. Cllrs accepted the Clerk's Matters Arising report

**4.2 Notes of the GROW Meeting held on 24 January 2007** As GROW hold regular working parties, they only need to meet formally once per year to agree their action plan.

**4.2.1 Chelmsford Centenary Circle** Discrepancies had been noted and CBC had removed from their website. *Action : Clerk to write to Mr D Ford with copy to Mrs C Derby at CBC.*

**4.2.2 Directional Pillars** The idea being to install stone pillars with brass direction markers at two locations in the village at no cost to GPC. *Action : Obtain permission from landowners.*

**4.2.3 Development of Cycleways** Consideration be given to extending the cycleway from West Hanningfield Road taking the cycleway from the end of Bakers Lane and across Galleywood Common. *Action : Clerk to write to ECC.*

- 4.3 Minutes of the Planning Committee Meeting held on 11 January 2007** Noted. It was reported that the Appeal Inspector would be visiting the site at Homemead during week commencing 12 February 2007.

**5. CORRESPONDENCE**

- 5.1 P3 End of Year Administration** *Action : Clerk to complete and return the form by 31 March 2007.*

- 5.2 Galleywood Common** Unfortunately the height restriction barrier has been seriously damaged with the top bar being removed for safety. *Action : Clerk to write to Mr D Ford and seek replacement as soon as possible.*

- 5.3 Silver Surfers Day** Cllrs agreed to support the event on Friday 25 May 2007. Cllr Turkentine would be happy to assist. *Action : Clerk to book hall and register interest.*

- 5.4 Best Kept Village** Application forms have been received with a closing date of 30 March 2007. *Action : Clerk to retrieve paperwork from previous entry and circulate to Cllrs for review and assessment of work that needs to be undertaken. A letter can also be sent to all schools and shops stating that GPC will be entering and encouraging them to assist in keeping their area of the village clean and tidy.*

- 5.5 Essex Wildlife Trust**

7.22 pm *Cllr Mrs Potter did not wish to be included in discussions relating to this topic.*

A letter from EWT dated 17 January 2007 was tabled encouraging Parish Councils to send a letter objecting to the three options of the Cross Valley Link Road which would cut across Chelmer Valley between Essex Regiment Way and Broomfield. *Action : Copy paper to all Cllrs.*

- 5.6 Chelmsford Tomorrow** A letter from CBC dated 22 January 2007 referred to an exciting and ambitious new vision for the future of Chelmsford. *Action : Clerk to register GPC's support.*

- 5.7 Service for Local Government** An invitation from ECC to all Councillors, Clerks and Partners to attend a special service at Chelmsford Cathedral on 27 April 2007 at 7.30 pm was tabled. *Action : Clerk to forward details to all Cllrs.*

- 5.8 Complaint from Parishioner** An email from a parishioner complaining regarding the footpaths and verges (covered under Public Question Time) and law and order are being dealt with by GPC.

- 5.9 Dog Litter Bin in the Car Park on Galleywood Common** CBC confirmed ownership of the burnt out bin and would replace at no charge to GPC.

- 5.10 Postwatch/Government Proposals for The Post Office Network** GPC confirmed that they supported calls to halt further closures of Post Offices in both rural and urban locations. *Action : Clerk to register with "Postwatch" and Secretary of State.*

- 5.11 Galleywood Common Liaison Group Meeting** The next meeting will take place on 7 February 2007, 7.00 pm in the Crompton Room.
- 5.12 Galleywood Neighbourhood Watch** A letter dated 9 January 2007 thanked GPC for the re-issued grant cheque.
- **Galleywood Cottage Garden Society** The issue of whether to award a grant or supply brown bins to be taken to the Finance Committee on 22 February 2007.  
*Action : Clerk.*
- 5.13 Open Gardens Scheme** Cllrs considered a letter from the Galleywood Horticultural Society dated 8 January 2007 regarding an Open Gardens Event for Galleywood. Cllrs approved the idea in principle to take place during Summer 2008. *Action : Clerk to obtain more information.*
- 5.14 Local Elections** In a letter from CBC dated 15 January 2007, Cllrs noted the following information : Notice of Election will be published on 27 March, nomination period 28 March – 4 April 2007.
- 5.15 Courses** Cllr Paul will attend the Effective Marketing Communications course at the Anglia Ruskin University on 6 February 2007 (£35.00 + VAT), and EALC's Councillor Training Day on 20 February 2007 (£50.00).
- 6. FINANCIAL MATTERS**
- 6.1 Ratification of Bills Paid** Cllrs ratified the payment of bills totalling £3155.21 during January 2007 and the Chairman signed the schedule.
- 6.2 CCTV** It was proposed by Cllr Paul, seconded by Cllr Villa and agreed that GPC grant £500.00 towards the installation of a new CCTV system at Galleywood Village Shops. Clerk to obtain date for installation. *Action : Clerk.*
- It was noted that a street light "globe" was missing from Galleywood Village Shops. *Action : Clerk.*
- 7. REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES**
- 7.1 ECC Transport Consultative Committee** Mr G Cook confirmed his willingness to become GPC's transport representative and had attended seminar on 22 January 2007. It was noted that "Real Time Passenger Information" ie electronic information at bus stops would be considerably improved from 2008 and beyond.
- 8. CRIME AND DISORDER REDUCTION PARTNERSHIP (CDRP)**  
Cllrs noted that the decision had been taken to cancel the CDRP meeting on 23 January 2007. It was agreed that the group should remain in place and meetings be called as and when required. *Action : Clerk to advise members of the decision.*
- 8.1 Community Speedwatch** It was reported that nine parishioners and two Cllrs have indicated an interest in the concept. The next step is to approach Senior Traffic Management Officer Mr Adam Pipe to organise training and have the project underway in March. *Action : Clerk.*

**9. GALLEYWOOD VILLAGE MARKETS**

Unfortunately Cllrs Harman and Mrs Potter were unable to be present at the first Saturday Market which would take place on 10 February – Cllr Dicks agreed to manage. It was noted that thirteen tables had been booked.

**10. GALLEYWOOD VILLAGE PLAN**

A letter had been sent to ex members of the Galleywood VDS, two of which had responded confirming they would be interested in assisting with a Village Plan for Galleywood. *Action : Cllrs agreed to pend further development of the idea until after the APM.*

**11. VILLAGE MATTERS**

**11.1 Mobile Street Trading** A trader had been selling hot food from the White Bear Public House car park, and CBC Enforcement had closed the facility down. The same trader had moved to another area in the village and a parishioner had advised that a Licence was required. To date no application for Consent Street Trading in Galleywood has been received.

**11.2 Annual Just Bin It Campaign** In principle, Cllrs would like to run the event and suggested a Sunday during late March early April in readiness for judging the Best Kept Village competition. *Action : Clerk.*

- A large amount of street furniture has been left in Galleywood particularly at the Eagle Traffic Lights, and London Hill. *Action : Clerk to report to ECC.*

**11.3 Pot Holes** A large number are evident in the village. A survey needs to be undertaken with a list formulated for the Clerk to report to ECC. *Action : Cllrs.*

**11.4 Loose Paving Slabs** CHP have repaired a number of loose paving slabs to the front of 61 Watchouse Road.

**11.5 Skidders Lane – Traffic Enforcement** The Chairman and Vice Chairman had met with CBC Officers on 25 January 2007 and discussed the problem of vehicles parking in the road in Skidders Lane at the junction with Watchouse Road. It was noted that the owner of Galleywood Kitchens said he would ask all drivers not to park in the road. Clerk to check the terms of the planning application for Galleywood Kitchens in relation to off-loading, and if the terms are being breached, report the matter to CBC Enforcement Officers. Clerk to write to Cllr R Bass advising him of the potential accident black spot. *Action : As stated.*

**11.6 Additional Parking in Village** Plans have been drawn up in the past indicating areas of the village suitable for additional parking particularly in Skidders Lane. *Action : Review history on file and put together a proposal to ECC seeking funding.*

**12. 20<sup>th</sup> ANNIVERSARY OF GALLEYWOOD PARISH COUNCIL – SATURDAY 28 APRIL 2007**

Advice from NALC/EALC in relation to events in the period prior to an election had been taken. NALC stated that it is not advisable for any form of “promotion” to take place during the election period and that Cllrs have to enter a state of political “purdah”. Therefore the date of

28 April 2007 had been postponed and a new date of Saturday 19 May 2007 was agreed. Cllr Paul had liaised with Mr E Hawkins regarding a quiz. *Action : Draw up a list of invitees and discuss the event at a Working Party meeting following the Finance Committee meeting on 22 February 2007.*

**13. GREENING GALLEYWOOD – REVIEW PROGRESS MEETING 25 JANUARY 2007**

The Chairman reported a recent visit to Essex Biodiversity and confirmed that the programme was running to schedule.

**13.1 Tree Warden's Report** Cllrs reviewed the February report by the Tree Warden and made the following comments :

- Tree Planting in Pyms Road - *Action : Clerk to ensure that all reimbursement from CBC had been received.*
- The Great Gale – 19 January 2007 - It was noted that a replacement Eucalyptus had been planted close to the edge of a path.
- TPO's – TPO 2002/50, 21 Ponds Road has been resolved, TPO 1975/21, 41 Well Lane remains outstanding.
- Beech Hedge Opposite the Keene Hall - The Tree Warden has been keeping the area free from weeds.

**14. BMX TRACK**

A letter from CBC Officer Mr G Parkington dated 26 January 2007 was tabled. It was noted that CBC are now considering the possibility of Chelmer Park as a suitable location, and Mr K Edwards has found information relating to grant funding. *Action : Clerk to write to Mr Parkington calling for a future meeting.*

**15. LAWN CEMETERY**

A response remains outstanding from IBB Solicitors. *Action : Clerk to follow-up urgently.*

**16. PARISH OFFICE PROCEDURES**

**16.1 Publicity Protocol** The Vice Chairman has added in planned walks plus some Greening Galleywood events (where known). *Action : Clerk to circulate once received.*

**16.1.2 Remembrance Day 2007** As 11 November falls on a Sunday Cllrs agreed that wreaths would be laid at the GPC flagpole and then Cllrs would proceed to Church. Parishioners are more than welcome to lay their own wreaths and crosses.

*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 17.1 Capital Reserve Project; 17.2 Personnel Matters.*

**18. DATE OF NEXT MEETING**

Monday 5 March 2007 at 7.00 pm

*There being no further business to be transacted, the Chairman closed the meeting at 9.30 pm*

*Minutes taken by Ms J L Head, Clerk to Galleywood Parish Council  
Mrs N L Caton, Assistant Clerk in attendance until 8.05 pm*

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(Signed, Chairman on 5 February 2007)