

**MINUTES OF GALLEYWOOD PARISH COUNCIL  
HELD AT THE KEENE HALL, GALLEYWOOD  
ON MONDAY 4 DECEMBER 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 C Dicks, R Harman,  
Mrs J Potter, D Stevenson and R Villa  
**PUBLIC** 6 members of the public

**1. PUBLIC ANNOUNCEMENTS**

- **Resignation** – The Chairman tabled an email from Cllr Kevin Rounce who regrettably had tendered his resignation due to home and work commitments. *Action : Clerk to start the co-option process.*

**2. APOLOGIES FOR ABSENCE**

Cllr B Cooper due to ill-health, Cllr N Paul may arrive later. The Chairman took the opportunity to welcome Cllr R Villa to his first meeting.

**3. PUBLIC QUESTION TIME**

7.03 pm *The Chairman closed the meeting*

7.05 pm *The Chairman reconvened the meeting*

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

**4.1 COUNCIL MEETING 6 NOVEMBER 2006 AND ANY MATTERS ARISING**

The Minutes were agreed and the Chairman signed the Minute Book. Cllrs reviewed the Clerk's Matters Arising Report and the following comments were made :

- **Brook Lane** Clerk to follow-up the matter with CBC Enforcement Officers. *Action : Clerk.*
- **Printers** The Chairman is checking the availability of two printers for the office.

The Clerk was reminded to put confidential minutes on blue paper.

**4.2 Minutes of the Planning Committee Meeting held on 16 November 2006** Noted.

**4.3 Minutes of the Extraordinary Council Meeting held on 16 November 2006** The Minutes were agreed and the Chairman signed the Minute Book. The content of the Minutes would be discussed under confidential item 18.1 Capital Reserve Project.

**5. APPOINTMENT OF TRUSTEE TO THE KEENE HALL CHARITY**

One vacancy remains outstanding. Under the Charity Commission Scheme, six Trustees are appointed by Galleywood Parish Council, with three elected Trustees. Concern was expressed regarding the problem of "double hattedness" Cllrs would like to review the KH Trust Deed. *Action : Council Agenda - 8 January 2006.*

**6. CORRESPONDENCE**

**6.1 Parish Council Training** CBC Planning and Building Control are organising two identical training sessions with Parish Councils – Wednesday 17 January 2 – 4pm, Tuesday 23

January 7 – 9pm. *Action : Any Cllrs who have not expressed a preference, please contact the Clerk.*

- 6.2 Chelmsford Environment Partnership – Junk Swap** An enquiry from the new co-ordinator has been received. GPC fully support the initiative and agreed to a booking in March 2007 running under the same terms as the previous event. *Action : Clerk.*
- 6.3 Football Funding for your Parish** A flyer advertising funding for clubs was tabled from the County Development Manager at Essex FA. *Action : Cllr Dicks to review and advise Clerk on Clubs who should receive a copy.*
- 6.4 Emergency Planning** A Newsletter was tabled. It remains outstanding for a Galleywood Emergency Planning meeting to take place. *Action : Clerk to organise during January 2007.*
- 6.5 EALC Election Training Day – 31 January 2007** The Clerk has attended on a previous occasion, it was therefore not felt necessary for attendance by GPC, comment was made that the £50.00 course fee was expensive.
- 6.6 Transport Representative** A letter from ECC inviting comments relating to September 2007 tenders was tabled. The Chairman had approached Mr G Cook with a view to becoming GPC's Representative. Deadline for comments being 21 January 2007.
- 6.7 CBC Agendas for Meetings** In a letter dated 21 November 2006 CBC advised that they will no longer be sending paper copies of agendas as they are now published electronically and an email would be forwarded to the Clerk. *Action : Clerk to clarify exactly what papers would be emailed. Cllrs do not want GPC to be in the position whereby they are printing large quantities of paper.*
- 6.8 Annual Presentation Evening** Unfortunately the Chairman is unable to attend the event scheduled for 12 January 2007. *Action : Clerk to check availability with Cllr Paul.*
- 6.9 Prince's Trust Team Presentation** Cllrs considered an invitation to attend the above event at the Galleywood Youth Centre on 14 December 2006. Cllr Mrs Potter would attend.
- 6.10 CBC Housing Magazine Distribution Sites** Cllrs considered a request from CBC to hold 50 – 100 magazines delivered every two weeks including details of all housing association properties available to rent in the Borough as part of a new scheme called Choice-Based Lettings. Cllrs did not agree to undertake the distribution and suggested that deliveries are made directly as follows – 20 Library; 20 St Michael & All Angels Church; 20 Methodist Chapel. *Action : Clerk to liaise with CBC.*
- 6.11 EALC The White Paper** The Clerk circulated copies of two papers to all Cllrs. The matter had been raised at the EALC Conference on 28 November.

## **7. FINANCIAL MATTERS**

- 7.1 Ratification of Bills Paid** Cllrs ratified the payment of bills totalling £4330.66 during October/November 2006 and the

Chairman signed the schedule. The Chairman added that the final bill for Abercorn for the purchase of trees had been some £25.00 less than the original invoice of £150.28, therefore a credit remained on the GPC account.

**7.2 Approval of 2007/08 Budget** Cllrs considered the budget schedule and would take under confidential.

**7.3 Approval to sign the Precept** Cllrs gave approval for the Chairman and Clerk to sign the Precept and return by the due deadline of 20 December 2006.

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

**8.1 CBC's Parish Council Meeting** The Vice Chairman gave an informative presentation on the meeting held on 22 November 2006 which covered the LDF (*a copy will be forwarded to each Cllr*). A further meeting to consider GPC's response to the LDF had taken place with the Chairman, Vice Chairman and Mr G Allen and the matter would be covered at the Planning Committee meeting on 14 December, GPC's response is required by 19 December 2006. *Action : All Cllrs are encouraged to look at the LDF documents prior to the Planning Committee.*

- **Electronic Consultations** CBC are installing new software which will speed up the process and in future it will be possible to quickly download the plans to the laptop at the meeting rather than in advance. Ultimately, CBC will abolish paper plans and advise Parish Councils be email.
- **Village Plan** The Chairman is keen to take the project on board and showed Cllrs "Writtle the Future" which is a Village Plan supported by Writtle PC but run independently.  
*Action : Council Agenda 8 January 2007.*

Cllrs thanked the Vice Chairman for his presentation adding that the Wyoming property is currently shown on the Local Plan as industrial/commercial land together with the Gray's site. Wyoming should be re-classified as residential and it is important that the Site Allocation SPD shows it as such.

**8.2 ECC Website** The Chairman and Cllr Paul had attended a very useful workshop. An exchange of ideas forum has subsequently been instigated.

## **9. GALLEYWOOD GRAPEVINE**

An editorial meeting will take place on Friday 8 December 2006 at 9.00 am. Schedule for production as follows : edited proof to Printing Place w/c 18 December, gutter proof back to GPC by 8 January 2007, go to print Tuesday 9 January 2007, back from Printing Place 15 January 2007, with distribution 17 – 21 January.

- **Distribution List** The Chairman and Vice Chairman will look at the data base to ensure that the distribution list is correct for the January issue and also consider including help from approximately 60 volunteers who have been identified from the Greening Galleywood Project. It was agreed that the Barnard Road Estate is a complex area and Cllr Mrs Potter suggested using the stock transfer maps to indicate rounds. The Chairman said that if

available he is willing to take on the round. *Action : Chairman and Vice Chairman.*

**10. GALLEYWOOD VILLAGE MARKETS**

Letters had been sent to all stallholders advising them of the new dates for 2007. The following comments were made : GPC will continue to pay the hall hire; a parishioner can sell homemade items on behalf of a non-parishioner. Discussion ensued regarding charities taking a stall, it was agreed that this point and any others need to be discussed at a meeting prior to the January Council meeting and then placed on the 8 January Council Agenda for agreement. Clerk to circulate a copy of the Constitution which will need amendment. New dates can also be advertised in Galleywood Grapevine. *Action : Clerk as stated.*

**11. 20<sup>th</sup> ANNIVERSARY OF GALLEYWOOD PARISH COUNCIL - CELEBRATION**

Clerk to confirm exact date of first meeting and book nearest Saturday for celebration. This event will be separate from the Keene Hall Charity 70<sup>th</sup> Anniversary of the Keene Hall celebrations. Ideas need to be discussed at a working party meeting. Include Council members from 20 years ago and have photographs on display. *Action : Clerk.*

**12. TREE WARDEN'S REPORT**

- **Pyms Road Tree Planting 14 December 2006** It was reported that St Michael's Junior School and Galleywood Infant School will take part in the tree planting event at 26 – 42 Pyms Road.
- **Tree Planting Schemes – Maintenance** A weeding and trimming figure has been accounted for in the 2007/08 budget. As CBC have provisionally agreed to increase their tree planting grant for this Winter coupled with the saving of some £25.00 (see minute 7.1), it was recommended that a planting project be brought forward from 2007/08 and match-fund with CBC. *Action : Clerk.*

**12.1 Galleywood Common Management Plan 2** A Galleywood Common Liaison Group Meeting was held on 29 November 2006. Cllrs Turkentine, Mrs Potter, and Villa with Messrs Hawkins and Stacy had met to discuss proposals, with the overall feeling of non-agreement to the plan and in particular the last minute introduction of a number of contentious issues. It is proposed that a letter is sent from each of the five members on behalf of the various organisations they represent. Cllrs considered the comments made by the Tree Warden and agreed that most points had been covered at the meeting aforementioned. When the Third Management Plan is introduced a further meeting will take place and if need be a Special meeting of GPC will be called.

**12.2 Grants** The Chairman has investigated a number of grant options including the "Conservation Foundation" who offer a grant of £1,000 on the 20<sup>th</sup> of each month. Other groups include the East of England, ECC Community Initiatives Fund and Essex Heritage Grants. *Action : Publicise and encourage other groups to apply through article in Galleywood Grapevine.*

**13. BMX TRACK**

CBC Officer Mrs S Ireland has passed the matter to Officer Mr G Parkington who wrote to GPC on 20 November 2006 stating that a meeting with the petitioners is a vital first step. Cllrs agreed and would like to be represented at any such meeting. The Chairman also plans to look at the facilities provided by Writtle Parish Council. *Action : As stated and article in Galleywood Grapevine.*

**14. LAWN CEMETERY**

A letter with attachments had been received from Great Baddow PC and forwarded to IBB Solicitors on 21 November 2006. IBB had responded by email on 4 December 2006. *Action : Clerk to follow-up comments made by IBB.*

**15. GALLEYWOOD HERITAGE GROUP**

Cllrs noted a letter from the Galleywood Historical Society dated 19 November 2006 stating that at the AGM on 15 November 2006 a resolution was passed that the Galleywood Heritage Group would merge with the Galleywood Historical Society, the merged organisation to be known as the Galleywood Historical Society. The following actions recorded by GPC were re-affirmed :

- Council Meeting 7 November 2005 Payment of Grant to the Galleywood Heritage Group of £250.00. At the time the Group had no bank facilities, but as a merged Group it was agreed that the payment be raised. *Action : Clerk to raise cheque in respect of the Galleywood Historical Society.*
  - Accommodation costs at the Keene Hall have been paid for one year.
- Council Meeting 3 July 2006 Fund 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), pending the merger of the two groups, all obsolete GPC computer equipment (ensuring that all GPC data had been removed), and photocopier to be passed over to the Group. *Action : Clerk to organise.*

**16. TRAFFIC CALMING**

A public Exhibition and consultation had taken place on 18 November 2006 at the Keene Hall. ECC Officer Mr R Murray and Cllrs had been present. Around 66 parishioners had attended. Feedback is still awaited from Mr Murray regarding proposals for pinch points along Watchouse Road. If after analysis Mr Murray feels there is a good case for the project, details will then be assessed by an independent advisor and the earliest date for work would be May 2007.

- Community Speedwatch Cllrs had experimented with the hand-held device. *Action : Advertise for volunteers in Galleywood Grapevine, and chase up Maldon Town Council re the Ulting Speedwatch Scheme.*

**17. PARISH OFFICE PROCEDURES**

17.1 Publicity Protocol The Vice Chairman had circulated a proposal to all Cllrs which was welcomed. Various comments were raised including reference to both Cottey and Bekeswell House, and use of the phrase controversial developments,

rather than naming a specific planning application. Cllrs agreed it was a good discussion document and would be useful as a flow chart. It was agreed that any expenditure for leaflets, advertising boards and posters would be taken under the Training/Annual Subscriptions budget heading which would be amended to include PR. Once finalised the Publicity Protocol will assist with advertising needs for every event.

*Action : Vice Chairman.*

**19. DATE OF NEXT MEETING**

Monday 8 January 2007 at 7.00 pm

*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 7.2 Approval of 2007/08 Budget; 18.1 Capital Reserve Project; 18.2 Ron White Photographic Collection; and 18.3 Staff Recruitment*

*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*

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(Signed, Chairman on 8 January 2007)