

**MINUTES OF GALLEYWOOD PARISH COUNCIL
HELD AT THE KEENE HALL, GALLEYWOOD
ON MONDAY 14 MAY 2007 AT 7.00PM**

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, N Paul,
Mrs J Potter, R Van Tromp and R Villa

Public 3 members of the public

*Cllr Turkentine announced that retired Councillor Mr Bernard Cooper had been admitted to hospital for an emergency operation.
All Councillors wished him well.*

ANNUAL COUNCIL MEETING

1. ELECTION OF CHAIRMAN OF THE COUNCIL

Cllr Mrs Potter temporarily took the Chair. Cllr Turkentine was proposed as Chairman by Cllr Villa, seconded by Cllr Dicks and unanimously agreed. Cllr Turkentine accepted the role and took the Chair.

2. ELECTION OF VICE CHAIRMAN OF THE COUNCIL

Cllr Villa was proposed as Vice Chairman by Cllr Turkentine, seconded by Cllr Van Tromp and unanimously agreed. Cllr Villa accepted the role.

3. AGREE TO ADVERTISE FOR THE CO-OPTION OF A NEW COUNCILLOR

Following the uncontested election on 3 May 2007, one vacancy existed for the West Ward of Galleywood. The Returning Officer had confirmed that the Clerk could advertise as soon as possible. Cllrs agreed that an advertisement be posted on 15 May 2007 with co-option to take place at the next Council meeting on 4 June 2007. *Action : Clerk.*

4. APOLOGIES FOR ABSENCE

Cllr R Harman due to prior engagement in London, Cllr Stevenson due to ill health. By arrangement Cllrs agreed that Cllr Stevenson's Declaration of Acceptance of Office would be signed on 15 May 2007.

5. TO ELECT THE CHAIRMAN AND MEMBERS OF THE FOLLOWING :

5.1 PLANNING COMMITTEE

- Cllr Harman was proposed as Chairman by Cllr Dicks, seconded by Cllr Turkentine and unanimously agreed.
- All GPC Cllrs would form members of the Committee with the exception of Chelmsford Borough Councillors Mrs Potter and Mr Stevenson in order that they may represent Galleywood planning interests on CBC Committees.

5.2 FINANCE COMMITTEE

- Cllr Dicks was proposed as Chairman by Cllr Turkentine, seconded by Cllr Mrs Potter and unanimously agreed.
- All GPC Cllrs are members of the Committee

5.3 GALLEYWOOD HERITAGE CENTRE PROJECT COMMITTEE

- Cllr Mrs Potter was proposed as Chairman by Cllr Villa, seconded by Cllr Dicks and unanimously agreed.
- Cllrs Harman, Paul, Van Tromp, Villa, and Turkentine together with Cllr Mrs Potter would form members of the Committee.

5.4 GREENING GALLEYWOOD

- Cllr Villa was proposed as Chairman by Cllr Turkentine, seconded by Cllr Dicks and unanimously agreed.
- Cllrs Turkentine, Stevenson and Villa would form members of the Committee.

5.5 CRIME AND DISORDER REDUCTION STEERING GROUP

Cllrs agreed not to continue with the Steering Group but deal with issues at GPC meetings.

5.6 GALLEYWOOD RIGHTS OF WAY STEERING GROUP

- Cllr Turkentine was proposed as Chairman by Cllr Villa, seconded by Cllr Dicks and unanimously agreed.

6. APPOINTMENT OF SIX TRUSTEES OF THE KEENE HALL CHARITY

6.45 pm Cllr Paul arrived

Cllrs Dicks, Harman, Paul, Turkentine, Stevenson and Van Tromp, were proposed by Cllr Mrs Potter second by Cllr Villa and unanimously agreed.

7. APPOINTMENT OF INTERNAL AUDITOR

Baker Tilly were proposed by Cllr Turkentine, seconded by Cllr Dicks and unanimously agreed.

8. ELECTION OF REPRESENTATIVES

- Essex Association of Local Councils (EALC) : Cllr Turkentine
- Association of Chelmsford District Parish Councils (ACDPC) : Cllr Turkentine
- Representative on the Chelmsford Standards Committee : Two candidates were put forward and a vote was taken – Cllr Harman five votes and one abstention; Cllr Stevenson no votes. It was agreed that Cllr Harman be put forward as GPC's representative, but if he is not willing to stand, Cllr Stevenson will take his place.
- ECC's P3 Scheme : c/o The Clerk.
- Essex Forum for Larger Councils : c/o The Clerk.
- Community Emergency Planning : It was agreed that Cllr Paul be the Chairman/main contact with Cllr Van Tromp as Deputy.
- Mid Essex Community Health Council : This group is no longer in existence and has been replaced by PPIF (Patient and Public Involvement Forum for Health in Mid Essex Chelmsford area) : Clerk to monitor the website and report any information relating to Galleywood.
- The Galleywood Common Liaison Group Committee : Mr Hawkins is reluctant to continue for health reasons, existing members include Cllrs Mrs Potter, Stevenson, Turkentine and Villa together with Mr Stacy. It was unanimously agreed that Cllr Paul become a member of the Committee.
- Cleaner Chelmsford Campaign : Cllr Stevenson to continue as representative.
- Transport : Mr G Cook to continue as representative.

20TH ANNUAL PARISH OPEN FORUM

9. MINUTES OF THE PREVIOUS MEETING HELD ON 12 APRIL 2006

The Minutes of the 19th Annual Parish Open Forum were proposed by Cllr Mrs Potter, seconded by Cllr Dicks and agreed. The Chairman signed the Minute Book.

10. CHAIRMAN'S REPORT

The Chairman gave a powerpoint presentation, a copy of which will be available on the GPC website and available to parishioners upon request.

11. PUBLIC QUESTION TIME

The Chairman received the following questions from the floor :

11.1 Main Challenges Ahead A parishioner asked what were the main challenges ahead for GPC ? What are key issues ?

Response Planning, CB Cllrs working very hard to make sure new developments are not destined for Galleywood. With regard to Rignals Lane, if an entrance/exit point is made through from Cannon Leys there could be an impact. The Chairman stated that GPC do monitor their performance regarding planning comments against CBC decisions. New planning software has been launched on the CBC website this week which enables the scaling of properties by clicking on various points on the screen. Looking to the future CBC hope to put 3D impression software on planning website which will show how properties will look once building is complete.

11.2 Speeding Vehicles Second major concern relates to road traffic in Galleywood, key areas identified in VDS include : policing, speeding, dogs mess and litter. Perhaps communication back to parishioners explaining developments in these areas would be beneficial.

Response Chairman and Vice Chairman recently met with ECC to discuss speed reduction, unfortunately the criteria hasn't been met so this continues to be a major issue.

11.3 Keene Hall Is the way the Keene Hall is operating an issue which will be resolved ?

Response The Chairman confirmed that the matter would be looked at this year.

11.4 PCSO The Chairman confirmed that each day he was aware of a visible presence, Cllr Dicks added that w/c 21 May Essex Police would be embarking on PCSOs patrolling in vehicles. A parishioner stated that people would rather see police on foot.

11.5 Galleywood Grapevine Newsletter The parishioner stated that lots of topics could be covered in Galleywood Grapevine this is an ideal opportunity for GPC to show evidence of tangible improvements.

11.6 Attendance at Events The parishioner suggested that a Cllr could attend events held in Galleywood, be introduced and thereby giving the opportunity for attendees to put questions, could be an opportunity to reach out to people in the village.

11.7 Unofficial Paths A parishioner has raised with a Cllr a number of “unofficial” gaps in the hedging leading to Rignals Lane from the Barnard Road estate. Clearly some of the exit points are unsafe particularly as the level of speeding traffic in Rignals Lane has increased.

Response Chairman to tour the village with Cllr Paul and identify locations.

On behalf of all parishioners, a vote of thanks was extended to Cllrs for the tremendous amount of volunteer time given which is very much appreciated.

7.40 pm The Chairman closed the meeting, stating they would reconvene at 8.00 pm for Agenda item 12.

FULL COUNCIL MEETING

12. DECLARATION OF INTERESTS

The Chairman reminded all Cllrs present to declare any interests as appropriate. No declarations were made.

13. MOBILE STREET TRADING

The Chairman announced that Mr Dadds of Palmers Solicitors was present representing Mrs K Tursucu, the Applicant. Councillors, Clerk and Mr William Butcher Senior Solicitor, CBC were introduced. The Chairman stated that the Clerk would take the Minutes, Mr Butcher would advise on any legal issues, and that neither the Clerk nor Mr Butcher have a decision making role. Nine members of the public were present and the Chairman opened the meeting for comments and questions.

At the deliberation stage, Cllr Dicks made reference, in passing, to having submitted a written objection to the application. Mr Dadds immediately queried with Cllr Dicks if this was correct, Cllr Dicks confirmed that it was, whereupon Mr Dadds stated that such facts invalidated the entire proceedings, rendered the Council liable to Judicial Review, and meant that the application would have to be resubmitted to Chelmsford Borough Council for determination.

Mr Dadds then left the meeting with Mrs Tursucu and her husband before Mr Butcher had the opportunity to clarify the factual position with Cllr Dicks and advise the Chairman on how to proceed. Mr Butcher subsequently advised the Chairman that in the circumstances it was not appropriate for the Council to proceed to determine the application the Chairman accordingly closed further discussion/consideration of this item of business.

14. MINUTES/NOTES OF MEETINGS (in date order)

- 14.1 Minutes of the Council Meeting held on 2 April 2007 and any Matters Arising** Minutes of the meeting to read 2 April 2007. The Minutes were agreed and the Chairman signed the Minute Book. Cllrs accepted the Matters Arising report prepared by the Clerk.

The Chairman announced that sadly Mr Ron White had died, the Chairman and Cllr Mrs Potter had attended his funeral on the Isle of Wight on Friday 20 April 2007.

- 14.2 Minutes of the Planning Committee Meeting held on 12 April 2007** Noted.
- 14.3 Minutes of the Galleywood Heritage Committee Meetings held on 26 March 2007 and 23 April 2007** Noted.
- 14.4 Minutes of the Extraordinary Council Meeting held on 26 April 2007** The Minutes were agreed and the Chairman signed the Minute Book.
- 14.5 Minutes of the Finance Committee Meeting held on 26 April 2007** Noted.

15. FORMATION OF A RESOURCES COMMITTEE

Cllrs to consider the idea and discuss at the Council meeting on Monday 4 June 2007. *Action : Clerk to place on Agenda.*

16. CORRESPONDENCE

- **CBC Reprographics Open Day 17 May 2007** – Cllr Turkentine will attend.
- **Watchouse Road Traffic Calming** - A report and maps had been sent by ECC on 10 May 2007 and the Clerk had summarised and circulated to all Cllrs. *Action : Agenda 4 June Council Meeting.*
- **Summer Play Activity Days 2007** – Cllrs agreed not to run activity days but would sponsor the popular tennis coaching event during August.
- **Model Code of Conduct 2007** – Various documents had been received by the Clerk and copied to all Cllrs. In a letter dated 2 May 2007 from CBC's Legal and Democratic Services Manager and Monitoring Officer, it was noted that the new Code of Conduct must be adopted by Parish Councils before October 2007. However this cannot take place until CBC has considered the new Code and made recommendations to Parish Councils regarding adoption, and CBC's first Standards Committee will take place in June 2007. *Action : Clerk to monitor the situation and bring back to the most appropriate Council Agenda following advice from CBC.*
- **BLF Community Buildings Application** - Acknowledgement letter received on 8 May 2007 confirmed receipt of the Stage 1 Community Buildings Application on 27 April 2007.
- **Civic Service : Sunday 17 June 2007** - A letter dated 11 May 2007 from the Head of Mayoralty Office on behalf of the Mayor Designate, invites all Cllrs to attend the annual Civic Service at Chelmsford Cathedral on Sunday 17 June 2007 commencing at 11.15 am. *Action : Clerk to email details to all Cllrs.*
- **Grants 2007/08** - The Clerk had received acknowledgement letters to grants issued from Galleywood Ladies Club, Friendship Plus,

Galleywood Horticultural Society, and Galleywood WI. A response remained outstanding from St Michael & All Angels Church.

- **Lawn Cemetery** – A letter and comments regarding the draft Lease had been received from IBB Solicitors on 14 May 2007. *Action : Clerk to progress with Chairman and bring back to 4 June 2007 Council meeting.*
- **EALC Councillor Training Day 2** – One place confirmed for Cllr Paul on 5 June 2007, 9.30 am at Great Dunmow.
- **Regional Gypsy and Traveller Public Engagement Event** – Cllrs Turkentine and Harman to attend the event on 5 June 2007, 7.00 pm Essex Records Office.
- **RCCE Courses** – The Chairman encouraged Councillor representation at the following : Community-led plans and their links to statutory plans, Saturday 23 June 2007, 10 am – 1pm, Feering and Action plan market place, Wednesday 18 July 2007, drop in from 3 – 6pm at Feering. Cllr Dicks had extended his apologies. *Action : Clerk to re-circulate details pending responses from Cllrs.*
- **EALC Freedom on Information Act and Data Protection Workshop** – The Clerk would attend the morning event at Great Dunmow on Wednesday 27 June 2007 and provide a report for Cllrs.
- **Patient and Public Involvement Officer for Mid Essex Primary Care Trust** - An email of introduction was received from the PPI Officer.
- **Ostler Carriage Company Limited** – An email was noted from a parishioner regarding the horse drawn carriage company using London Hill on a tour from Hylands House. Unfortunately two cart horses had failed to make the Hill because of the new road surface. Cllrs agreed it was the decision of the carriage company as to which route it used, and noted that it was no longer using London Hill.

17. FINANCIAL MATTERS

- 17.1 Ratification of Bills Paid** Cllrs approved the bills for payment totalling £6,480.68 and the Chairman signed the schedule.
- 17.2 2006/07 Audit** The Clerk advised the date of the Audit by Lubbock Fine as 29 June 2007. The Internal Auditor Baker Tilly were in the process of auditing accounts. Appropriate notices had been displayed advising parishioners of dates when they may view documentation by appointment with the Clerk.
- The Clerk tabled an email from a parishioner received on 4 May 2007 with various queries relating to GPC's financial arrangements with the Keene Hall and other local organisations. The Clerk had acknowledged. *Action : Clerk to copy to all Cllrs and place on the Agenda for 4 June 2007.*
- 17.3 Councillors' Allowance** Cllrs agreed that the matter be deferred to the Agenda for 4 June 2007. *Action : Clerk.*

- 18. GALLEYWOOD VILLAGE MARKETS** Unfortunately the move to a Saturday has not been successful. Cllrs all agreed to cancel future markets but retain November 2007 and advertise as a Christmas Market. *Action : Clerk.*

- 19. GALLEYWOOD GRAPEVINE** Cllrs were in receipt of an outline Newsletter and agreed that public consultation on the Galleywood

Common Management Plan scheduled for early July must be included together with photographs of Cllrs following elections. *Action : Endeavour to aim for circulation in June. Clerk to progress with Chairman.*

- 20. TREE WARDEN'S REPORT** The Tree Warden had expressed concern with regard to maintenance of tree planting schemes being undertaken by GROW volunteers. Cllrs considered the matter and agreed to continue with this decision. *Action : Clerk.*
- 21. DATE OF NEXT MEETING** 4 June 2007. Apologies Cllr Mrs Janette Potter.

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

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

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(Signed, Chairman on 4 June 2007)