

**MINUTES OF GALLEYWOOD PARISH COUNCIL
HELD AT THE KEENE HALL, GALLEYWOOD
ON MONDAY 2 APRIL 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 N Paul, Mrs J Potter, D Stevenson and R Villa

Public 2 members of the public

1. PUBLIC ANNOUNCEMENTS

- Mrs Pauline Edwards, Secretary, had retired after 19 years of employment on Friday 30 March 2007 and a leaving reception had taken place with Cllrs, Trustees, Staff and Colleagues on Thursday 29 March 2007. Mrs Edwards had thanked everyone for her leaving gifts. Cllrs thanked the Clerk for organising the event.
- Sadly Ron and Doris White have moved from Galleywood to the Isle of Wight.

2. APOLOGIES FOR ABSENCE

Cllrs C Dicks, work commitment, B Cooper due to ill health, and R Harman taking leave.

3. PUBLIC QUESTION TIME

No items were raised during Public Question Time.

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

4.1 COUNCIL MEETING 5 MARCH 2007 AND ANY MATTERS ARISING

The Minutes were agreed and the Chairman signed the Minute Book. Cllrs accepted the Matters Arising report and the following comments were made :

- **Complaint from Parishioner** The Vice Chairman had met with a parishioner to discuss parking on grass verges, road surface conditions, speeding vehicles, law and order and vandalism. Cllrs reported that for some considerable time the matter of parking on the grass verges in Watchouse Road had been investigated, trees could not be planted because of services. It was noted that ECC highways have recently patched the potholes in Barnard Road.
- **Redundant Bus Shelter in Barnard Road** Galleywood Youth Centre and Great Baddow Parish Council Youth Group are unable to make use of the Bus Shelter. The Clerk is obtaining a quotation for complete removal.
- **Gardening** Outstanding for Chairman to draft a letter to CHP.
Action : Chairman.
- **Revised Model Code of Conduct for Local Authority Members**
Cllr Paul to report at May Council Meeting. *Action : Cllr Paul and Agenda.*
- **Invoice Payment Protocol** Clerk to raise paper for Finance Committee Meeting on 26 April 2007. *Action : Clerk.*

4.2 Minutes of the Extraordinary Council Meeting held on 15 March 2007 The Minutes were agreed and the Chairman signed the Minute Book.

4.3 Minutes of the Planning Committee Meeting held on 15 March 2007 Noted. Cllrs made parishioners aware of the success of the Appeal at Homemead and stated that the Newells Inquiry would take place on 3 May 2007 in the Council Chamber.

4.4 Minutes of the Galleywood Heritage Centre Project Committee Meeting held on 26 March 2007 Noted.

5. PLANNING

7.20 pm Cllr Mrs Potter and Cllr Stevenson left the meeting, as they do not form part of GPC's Planning Committee.

5.1 07/00522/SCOPE Temple Farm, Employment, Development It had not been possible to gain an extension for planning comments, hence inclusion on the Agenda. The following was agreed :

- Object as in the Green Belt and comment -
- Request a copy of the Environmental Impact Study
- Concern regarding the Footpaths from Bakers Lane
- Impact on cycle routes from Galleywood to West Hanningfield
- Archaeology along the Stock Road
- Effect on Greening Galleywood corridor links along the Stock Road and across Bakers Lane
- Increase in traffic through Galleywood

Action : Clerk to forward comments to CBC.

7.29 pm Cllr Mrs Potter and Cllr Stevenson returned to the meeting

6. CORRESPONDENCE

6.1 Parking in Watchouse Road and Pyms Road The Clerk tabled photographs showing parking on green areas and would retain on file. Clerk to check if photographs of offending vehicles with index plates blanked out could be reported in the Galleywood Grapevine Newsletter. *Action : Clerk to seek advice from EALC. Clerk to further check on file relating to correspondence with CHP concerning tenants parking in Watchouse Road.*

6.2 The Spinney A photograph was tabled showing a dead Elm tree which would be cut up by landowner Mrs C Willett.

6.3 The Wild Foods of Bushcraft Cllrs agreed to displaying the poster from Kris Miners advertising a guided walk and talk on 15 April 2007.

6.4 Galleywood Common An email from a parishioner asking if felled trees could be retained to create natural seating or benches was tabled. *Action : Cllr Villa to raise at next Galleywood Common Liaison Group Meeting.*

6.5 Silver Surfers Day 25 May 2007 It was agreed that Cllrs Turkentine and Stevenson would support the event at the Village Market on Saturday 9 June 2007.

6.6 McColls Newsagent A number of emails relating to recent fumes evident at the premises in Watchouse Road were tabled. Cllrs noted that an Enforcement Officer had visited the shop and was monitoring the situation.

- 6.7 Galleywood Library** In an email from the ECC Cluster Manager it was noted that youths have been accessing the Library roof via the GPC noticeboard. Cllrs noted that installation of the CCTV system remained outstanding. More recently a CHP Ranger had stated that a “box” was missing. *Action : Clerk to liaise with Mr S Stackhouse with copy to Mr S Clarke.*
- 6.8 Great Baddow and Galleywood Environment Group** A letter from the Group dated 4 March seeking grant funding was tabled. *Action : Clerk to write back with copy of Grant Application Form and take to Finance Committee on 26 April 2007.*
- 6.9 Best Kept Playing Field Competition** Cllrs agreed to enter the annual competition at £10.00. *Action : Clerk to organise.*

7. FINANCIAL MATTERS

- 7.1 Ratification of Bills Paid** Cllrs ratified the payment of bills totalling £7176.18 during March 2007 and the Chairman signed the schedule. It was noted that the Clerk was still investigating the workings of a credit card and would be liaising with CBC. *Action : Clerk.*

8. REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

7.50 pm *The Chairman closed the meeting for Public Question Time.*

7.55 pm *The Chairman reconvened the meeting.*

Mr Edwards reported on the Essex Primary Care Trust meeting.

9. GALLEYWOOD HERITAGE CENTRE PROJECT COMMITTEE

All Committee members are working extremely hard on the Grant Application Form and Finance and currently on the 9th draft. Cllrs noted that two independent people would be checking through the paperwork and a meeting with a solicitor would take place on 4 April 2007. An Extraordinary Council Meeting had been organised at 6.30 pm on Thursday 26 April 2007 to ratify the submission ready to meet the deadline of 30 April 2007.

- **Terms of Reference** The Terms of Reference had been discussed at the Galleywood Heritage Centre Project Committee Meeting on 2 April 2007 and concern was expressed regarding the recording of point 6. Subject to clarification and re-wording of point 6, Cllrs agreed the content. *Action : Cllr Paul to provide copy.*

- 10. GALLEYWOOD RIGHTS OF WAY** Letters had been sent concerning the Centenary Circle which is not recognised by P3; footpaths adversely affected by the A12 – a response had been received from the Highways Agency stating that there are no current plans for improvement to footpaths 74 or 58; and suggested letters to ECC regarding Quiet Lanes in Galleywood namely Deadmans Lane from Beehive Lane to Watchouse Road and Lower Green to Ponds Road to Pavitt Meadow – Clerk to check definition on file. *Action : Clerk.*

- 11. ANNUAL PARISH OPEN FORUM – 18 APRIL 2007** In this election year, Cllrs agreed to combine the Annual Parish Open Forum with the next scheduled Council and Annual Council Meetings on Monday 14 May 2007 – timings as follows : 6.30 pm Annual Council Meeting, 7.00 pm Annual Parish Open Forum (Chairman’s Report and Public Question Time); 8.00 pm Galleywood Parish Council Meeting.

- 12. VILLAGE MARKETS** Cllrs considered a list of items sold at Village Markets. It was further noted that only three tables had been booked for the forthcoming Market on 14 April 2007 to be manned by Cllr Villa. Agreed advertising would take place, but if no further tables are booked, the Chairman and Vice Chairman will make the decision as to whether or not to cancel the event.
- 13. ESSEX SAVERS** Item withdrawn from the Agenda. *Action : Clerk to forward to Keene Hall Charity.*
- 14. VILLAGE MATTERS**
- 14.1 Mobile Street Trading** The Clerk tabled an Application for Street Trading Consent in Galleywood from Mrs Tursucu dated 6 March 2007. A number of sections on the original form had been incomplete, information had subsequently been inserted from emails received from Mrs Tursucu's solicitor. Cllrs noted that the application was for Sunday to Thursday 18.00 to 23.00 hrs each day and Friday and Saturday from 18.00 to 00.00 each day, and the location being in The Street, midway between the junction and entrance to the Keene Hall car park (just by the lamp post). The Clerk will forward copies of the Application Form for consultation to ECC, CBC, Essex Police, Keene Hall Charity, and all noticeboards, giving a 21 day consultation period. With approval from CBC's solicitor, the Application would be considered at the next full Council Meeting on 14 May 2007. *Action : Clerk.*
- 14.2 Enforcement Action Relating to Untidy Properties** It was confirmed that an Officer was handling the situation regarding a property in Brook Lane. Cllrs noted there are a number of untidy properties in the village.
- 14.3 Community Speedwatch** It was stated that GPC have not agreed to Community Speedwatch at this stage. Cllrs agreed to defer the item to the May Council Agenda when Cllr Dicks would be present. *Action : Clerk to copy all papers to Cllr Dicks and place on Agenda.*
- 15. 20th ANNIVERSARY OF GALLEYWOOD PARISH COUNCIL – SATURDAY 19 MAY 2007** In view of the number of current projects, Cllrs agreed to defer celebrations to Saturday 17 November 2007. *Action : Clerk to liaise with Cllr Mrs Potter.*
- 16. GREENING GALLEYWOOD**
- 16.1 Tree Warden's Report** Cllrs agreed that the GROW working party undertake strimming duties surrounding the beech trees in Watchouse Road, trees planted at Pym's Road and hedging at Glebe View. *Action : Chairman to co-ordinate.*
- 16.2 A Walk in the Woods** Cllrs agreed to advertise the event which takes place throughout May 2007. *Action : Clerk.*
- 17. BMX TRACK** The Chairman and Vice Chairman had met with CBC Officers Mr Parkington and Mr Van Damme to consider an area that might be suitable. Various papers relating to grant making bodies have been forwarded to Mr M Clark.
- 18. LAWN CEMETERY** Lease information has been forwarded to Great Baddow Parish Council's solicitors with a response awaited. It was confirmed that IBB Solicitors account had been settled at £1910.03.

19. PARISH OFFICE PROCEDURES A number of items remain outstanding.

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 Item 20.1 Resource Issues, 20.2 Annual Appraisal and 20.3 Model Contract of Employment Revisions.

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

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

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(Signed, Chairman on 14 May 2007)