

**MINUTES OF GALLEYWOOD PARISH COUNCIL
HELD AT THE KEENE HALL, GALLEYWOOD
ON MONDAY 4 JUNE 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 John Turkentine (Chairman) and Cllr Bob Villa (Vice Chairman) with Cllr Chris Dicks, Cllr Howard Ebden (Co-Opted at the meeting), Cllr Bob Harman, Cllr Neville Paul, Cllr David Stevenson, and Cllr Roy Van Tromp
- Public** 3 members of the public

Cllr Dicks apologised to Galleywood Parish Council and parishioners relating to his omission to make known the letter he had written with regard to Mobile Street Trading. The Chairman noted Cllr Dicks' statement.

1. PUBLIC ANNOUNCEMENTS

Cllr Turkentine announced that retired Councillor Mr Bernard Cooper had undergone surgery and was recovering well.

2. APOLOGIES FOR ABSENCE

Cllr Mrs Potter (personal reasons)

3. CO-OPTION OF COUNCILLOR TO EAST WARD

The Chairman tabled a letter of application from Mr Howard Ebden of 5 Watchouse Road. Introductions were made and Mr Ebden spoke to the Committee. By a unanimous show of hands Mr Ebden was Co-Opted on to the Council, signed the Declaration of Acceptance of Office and joined the meeting.

4. ELECTION OF PLANNING CHAIRMAN

Cllr Van Tromp was proposed as Planning Chairman by Cllr Paul, seconded by Cllr Harman and unanimously agreed by all Cllrs. Cllr Van Tromp accepted the post.

5. PUBLIC QUESTION TIME

No points raised.

6. DECLARATION OF INTERESTS

Members to declare any personal or prejudicial interests they may have in accordance with the Code of Conduct 2000.

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

7.1 MINUTES OF THE COUNCIL MEETING HELD ON 14 MAY 2007 AND ANY MATTERS ARISING

Item 3. to be amended from West to East Ward. Subject to this change the Minutes were agreed and the Chairman signed the Minute Book. Comment was made that there should have been separate sets of Minutes for each part of the meeting (ie Annual, Annual Parish Open Forum and Full Council). The Chairman noted the comment and said that Minutes would be brought forward to relevant meetings during the year. The Clerk's Matters Arising Report was noted.

7.2 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 17 MAY 2007

Noted.

7.3 GALLEYWOOD HERITAGE CENTRE PROJECT COMMITTEE MEETING HELD ON 4 JUNE 2007

The Clerk stated that the Assistant Clerk had worked extremely hard to complete the draft Minutes ready for the Council meeting. The following was noted:

- Chairman of the Committee would check the content with the Assistant Clerk prior to issue.
- Cllrs Ebdon and Van Tromp to have an informal briefing meeting with the Chairman to convey history of the project.
- Cllr Harman to forward notes of the Working Party Meeting held on 21 May 2007 to Cllr Dicks.
- Cllr Van Tromp expressed concern that he had not been invited to the informal meeting held on 21 May 2007.
- The ECC grant of £1,400.00 had been credited to the GPC Current Account pending opening of a dedicated bank account for the project.
- With regard to further funding of £70,000 from GPC, to be reworded to state that further grants may be available from the GPC building fund if decided at the appropriate time.
- Due to CBC Officer sickness certain information remained outstanding so no proposal was brought forward. The next Committee meeting will take place on 25 June and a public meeting was suggested should Plan B go ahead.

8. CORRESPONDENCE

- **Grant** Letter from Great Baddow and Galleywood Environmental Group thanked GPC for the grant of £50.00.
- **Grant** Letter from St Michael & All Angels Church thanked GPC for the grant of £500.00.
- **CBC's Civic Service on 17 June 2007** To be attended by Cllr Turkentine and Cllr and Mrs Villa.
- **Galleywood Common Draft Management Plan 2007 – 2017 Questionnaire** Cllrs agreed to assist with advertising this important document and encourage all parishioners to attend the public exhibition on 7 July 2007. *Action : GPC to undertake level of PR during w/c 4 June 2007.*
- **Resignation** Cllrs noted that Mrs Fi Fountain, Administrative Assistant/Receptionist would retire from duties at the end of December 2007. Further discussion would take place under Confidential Agenda Item 19.
- **Buckingham Palace Garden Party** Cllrs agreed to nominate Cllr Mrs Potter (past Chairman) to the EALC draw on 5 September 2007. *Action : Clerk to organise.*
- **EALC Planning for Gypsy Traveller Accommodation, East of England Issues and Options** Cllrs Turkentine and Harman to take papers to course on 5 June 2007 and bring forward to next Planning Committee. *Action : As stated.*
- **Mobile Skateboard Park** Cllrs considered a letter from CBC offering a mobile skateboard park from 30 July – 31 August 2007, 11.00 am – 5.00 pm. *Action : Clerk to suggest Chelmer Park or Galleywood Schools.*

- **Major Incident Emergency Planning** A paper seeking current information to be completed by the Clerk and copied to Cllrs Paul and Van Tromp. *Action : As stated.*
- **Property in Brook Lane** The Chairman advised that a Section 215 Notice expiring on 23 June has been placed on a property in Brook Lane.
- **Lyndon, Stock Road** Concern was expressed that employees working at Lyndon are parking their cars in The Street. Cllrs noted the enforcement notice (31 May 2007) had been tabled at the May Planning Committee meeting.
- 8.1 **PARISHIONER'S QUERY** Cllrs reviewed the query tabled at the May Council meeting. Cllrs agreed with the suggested response dealing with GPC matters only. Aspects relating to the Keene Hall Charity to be forwarded to the Trustees. *Action : Clerk.*

9. **FINANCIAL MATTERS**

- 9.1 **RATIFICATION OF BILLS PAID** Cllrs approved the bills paid during May 2007 at £5,573.44 and the Chairman signed the schedule.
- 9.2 **APPROVE ESTIMATE TO LOWER NOTICEBOARD IN BARNARD ROAD AT £190.00** Cllrs felt that the quotation was high and at the Chairman's suggestion agreed that GROW working members would undertake the work. It was further agreed that the magnetic surface be replaced and a header stating Galleywood Parish Council to be added. *Action : Clerk.*
- 9.3 **APPROVE ESTIMATE TO REMOVE REDUNDANT BUS SHELTER IN BARNARD ROAD (EXCLUDING BASE) £240.00**
The Licensee of the White Hart Public House is interested in obtaining the bus shelter for use as a smoking shelter. Cllrs agreed that the Licensee liaise with the contractor regarding removal and negotiate a cost with GPC. *Action : Clerk.*
- 9.4 **APPROVAL TO SIGN THE AUDITED ACCOUNTS** The Clerk had circulated the prepared accounts to all Cllrs. The accounts were approved and it was unanimously agreed that the Chairman and Responsible Financial Officer sign the paperwork and return to the Auditor. *Action : Clerk.*
- 9.5 **COUNCILLORS' ALLOWANCE** Cllrs agreed that expenses remain in place as approved on 3 December 2003 covering mileage and subsistence only. However, Cllrs can request large documents to be printed at the office via the Clerk.
- 9.6 **MEETING WITH NATWEST BANK 24 MAY 2007** The Chairman and Clerk had met with an officer and discussed the existing bank account and options regarding opening a new account for the Galleywood Heritage Project. The Chairman and Clerk would be visiting Barclays bank in the near future. *Action : Clerk to organise.*
 - 9.6.1 **BANK ACCOUNT SIGNATORIES** Cllrs agreed to amend the existing bank account mandate signatories as follows : The Clerk (Ms J L Head), with two signatories the Chairman (Cllr J Turkentine), Vice Chairman (Cllr R Villa) and Finance Chairman (Cllr C Dicks). *Action : Clerk to organise.*

10. REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

Cllrs noted that the Transport Representative Mr Gordon Cook would be stepping down due to ill health. Papers would be forwarded to the Clerk for information. Cllr Stevenson indicated he would like to come forward with proposals for Galleywood. *Action : Cllr Stevenson.*

11. MOBILE STREET TRADING

Cllrs received three letters from Mr D Dadds of Palmers Solicitors dated 17, 22 and 30 May 2007, together with an email from CBC indicating that the Application from Mrs Tursucu would be heard at the CBC Licensing & Regulatory Committee on 19 July 2007 at 7.00 pm. *Action : It was agreed that the letters be passed to the CBC Solicitor for reply.* It was further declared by Cllr H Ebden that he had made a written submission on the Application prior to his appointment as a Cllr. *Action : Clerk to advise the CBC Solicitor.*

12. GALLEYWOOD PARISH COUNCIL PREMISES

Cllrs felt that the current GPC office space (upstairs) was somewhat "wanting" and needed to be re-arranged to make better use. Health & Safety is also an issue with the narrow steep stairs. No decision has been made but the situation needs to be evaluated.

13. FORMATION OF A RESOURCES COMMITTEE

Cllrs acknowledged that Mrs Fountain currently spends 90% working on Keene Hall administration. GPC and KHC accounts are entirely separate, commodity costs are paid by GPC in return for staff assistance, free accommodation and use of meeting rooms as per the signed agreement made in 1999 and attached to the Clerk's contract. The remit of the new Committee could cover resources, training, appraisals, a complaints panel for GPC matters etc. A working party comprising of Chairman, Vice Chairman and Clerk to put together draft Terms of Reference ready for July Council Meeting. *Action : Clerk.*

14. GALLEYWOOD GRAPEVINE NEWSLETTER

Cllrs acknowledged that ideally the Newsletter should be produced within the next two weeks. Discussion ensued regarding a change of format to incorporate paid advertising similar to publications issued by Great Baddow, Stock and Margaretting Parish Councils. *Action : Clerk to investigate.*

8.20 pm *The Chairman closed the meeting for public question time.*

8.21 pm *The Chairman reconvened the meeting.*

Cllrs stated it was a shame that the Newsletter and Village Market cannot be supported and GPC must try and maintain publication of the Newsletter, advertising continues to be a key issue. *Action : As stated, circulate "printer's draft" to Cllrs for approval.*

15. VILLAGE MATTERS**15.1 WATCHHOUSE ROAD****15.1.1 TRAFFIC CALMING**

The Chairman tabled a précis of the comments made by ECC following their detailed Initial Scheme Assessment. Unfortunately build-outs in Watchhouse Road, mini roundabouts in Watchhouse Road, and speed limit reduction to 30mph from Pipers Tye to Deadmans Lane have all proved to be unviable. Cllrs considered the options of a Variable Message Indicator Board which would need a permanent solar

powered post to be connected to a mobile unit supplied by CBC, or Community Speedwatch. Cllr Dicks reported discussions with Ulting Speedwatch who have seen a noticeable reduction in speeding vehicles. *Action : Make contact with Ulting and organise a site visit with interested Cllrs. Cllr Dicks to draft a letter to Chief Constable of Essex Police. Consider a "Please Drive Safely in Galleywood" sign. Mentioned that accidents happen within one mile of the home in Galleywood Grapevine Newsletter.*

- 15.1.2 Parking on the Grass Verge** The Chairman has found a sign referring to a parking bye-law situated in Brook Lane/Rignals Lane. *Action : Clerk to check with CBC Officer Mrs C Lyons if the bye-law is still enforceable.* The Clerk reported conversations with CHP stating that they have no further budget for vehicle cross-overs/hard standings. It was noted that there could be a condition in CHP leasing stating that parking must not take place on the greensward. Essex Police had said that residents of social housing may be stopped from parking on the grass verge by contacting the housing association and making it an anti-social behaviour issue. It was noted that wooden bollards have been introduced in Dorset Avenue, Great Baddow.

8.50 pm *The Chairman closed the meeting for public question time.*

8.51 pm *The Chairman reconvened the meeting.*

Action : Clerk to contact ECC Officer Mr C Fox regarding options.

- 15.2 BMX TRACK** All grant papers were passed to the parishioner who had raised an interest in order that a club could be formed, unfortunately no progress had been made to date. *Action : Clerk to write and reiterate the situation.*

- 15.3 QUIET LANES** After due consideration of the criteria, Cllrs decided there were no appropriate areas to put forward.

16. GREENING GALLEYWOOD

- 16.1 TREE WARDEN'S REPORT** Cllrs noted that the Tree Warden was again questioning GPC's decision with regard to tree maintenance (April and May Council Minutes refer). Cllrs agreed that their decision would remain but added that any specific tree maintenance issues would be referred to CBC. Cllrs considered two courses for the Tree Warden and agreed that they would fund entry and mileage to the East Anglian Tree Warden Forum only, in Lavenham on 23 September 2007. *Action : Clerk.*

17. LAWN CEMETERY

The Chairman and Vice Chairman have reviewed latest papers from the Solicitor. Cllrs agreed that a) Clause 1.10.5 Signage – supplementary notice be adhered to the existing board showing the name Galleywood and Great Baddow Lawn Cemetery. b) Letter of Comfort – outstanding. c) Clause 2.13 regarding right to erect additions to premises with prior knowledge to GPC – to be retained. d) Burial Ground Agreement – outstanding. e) Deletion of Clause relating to damage by rabbits and vermin - should a problem arise this would be covered under Clause 2.11.

18. ANNUAL STAFF APPRAISAL Cllrs felt Appraisals should be carried out using current appraisal practices. *Action : Clerk to seek advice from EALC and any courses which could be attended by Chairman and Clerk.*

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 19.

20. DATE OF NEXT MEETING 2 July 2007.

*There being no further business to be transacted,
the Chairman closed the meeting at 9.52 pm*

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

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(Signed, Chairman on 2 July 2007)