

**MINUTES OF GALLEYWOOD PARISH COUNCIL
HELD AT THE KEENE HALL, GALLEYWOOD
ON MONDAY 5 NOVEMBER 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 Bob Harman, Cllr Neville Paul, and Cllr Roy Van Tromp

Public 3 members of the public

1. PUBLIC ANNOUNCEMENTS

- Essex Achievement Awards – Cllrs congratulated the Clerk on her recent Award in the category “Achievement over Adversity”.
- Further congratulations were extended to the Chairman – Cllr John Turkentine, Mr Bernard Cooper, Mr Ted Hawkins, Mr Malcolm Stuart and Galleywood Youth Centre who had each received a “Pride in Cleaner Chelmsford Environment Award” from Chelmsford Borough Council.
- Remembrance Day – this year 11 November falls on a Sunday and no separate offering of prayers will take place at the Parish Flagpole. However, the Chairman and Chelmsford Borough Councillor Mrs Janette Potter will each lay a wreath at the Flagpole at 10.00 am continuing on to St Michaels & All Angels Church. All parishioners are invited to lay their tokens of remembrance during the day. The Chairman had cleared the pathway leading to the Flagpole. *Action : Clerk to ensure programme of maintenance continues throughout the year.*

2. APOLOGIES FOR ABSENCE

None.

3. PUBLIC QUESTION TIME

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

7.07 pm *The Chairman reconvened the meeting.*

- **Primary Care Trust** *Action : Clerk to check receipt of documentation for consultation and forward to Cllrs.*
- **5.3.1 Application No : 07/02000/FUL – 7 Pyne Gate, Galleywood CM2 8QG – Two storey front and side extension** The Chairman agreed to bring forward this Agenda item.

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

7.22 pm *The Chairman reconvened the meeting.*

No objection, but Cllrs raised concern in relation to the proposed bulk of the extension. The parishioner was encouraged to write to CBC (copying GPC), with concerns regarding the soakaway and any other comments.

4. DECLARATION OF INTERESTS

Members were reminded to declare at the appropriate time, any personal or prejudicial interests they may have in accordance with the Code of Conduct 2000. Cllr Bob Villa indicated an interest under Agenda item 5.5.1 “Provision of Street Lighting Grant”.

5. MINUTES/NOTES OF MEETINGS (IN DATE ORDER)

5.1 MINUTES OF THE COUNCIL MEETING HELD ON 1 OCTOBER 2007 AND ANY MATTERS ARISING

The Minutes were agreed and the Chairman signed the Minute Book. A Matters Arising report was circulated.

5.2 MINUTES OF THE GREENING GALLEYWOOD COMMITTEE MEETING HELD ON 3 OCTOBER 2007 Adopted.

5.3 MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 18 OCTOBER 2007 Adopted.

5.3.1 Item carried earlier.

5.4 MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 22 OCTOBER 2007 Adopted.

- **Recommendation to combine the Finance and Resources Committee, amend Constitution, elect Chairman and amend to bi-monthly Thursday meetings from January 2008** The recommendation was amended to discussion. It was agreed that the Finance and Resources Committee combine from January 2008, meeting monthly. Cllr Chris Dicks was proposed as Chairman by Cllr Roy Van Tromp, seconded by Cllr Bob Villa and agreed. Cllr Bob Harman was proposed as Vice Chairman by Cllr Bob Villa, seconded by Cllr Chris Dicks and agreed. The Constitution would be amended to include A) monthly income and expenditure account and bank reconciliation to be certified by the Chairman of the Council and/or Chairman of the Committee and B) a mechanism to handle grievance procedures. *Action : Clerk.*

5.5 MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 25 OCTOBER 2007

Not adopted, the content will be reviewed at the next Finance Committee meeting on 29 November 2007. Discussion ensued regarding the attendance at meetings and the need for 3 Cllrs to form a quorum. Cllrs who have tendered their apologies are encouraged to forward any comments/observations by email to the Clerk in order that they are tabled.

- 5.5.1 Discussion on 2008/09 Estimates** It was noted that Travelling Expenses be recorded as £300.00, making a revised Administration Total of £19,225.00. Salaries, Earmarked Reserves – including the rolling over of unspent budget headings and depreciation will be discussed in full at the November Finance Committee. It was stated that Section 137 items do not need a specific budget heading but just recorded as a resolution, equally salaries paid to Litter Collectors could come from this heading. If 2008/09 Estimates exceed £100,000 there maybe further paperwork to complete when applying for the annual precept. *Action : Clerk to check and confirm at November Finance Committee.*

- Further potential budget headings : Christmas Lights, Maintenance of Parish Flagpole.
- Purchase of Accounts Package : Discuss at November Finance Committee.
- New Noticeboard for Pipers Tye : Clerk to obtain quotations for noticeboard with pitched roof for discussion at November Finance Committee.
- Parish Event 2008 : It was proposed by the Chairman, and seconded by the Vice Chairman that a total figure of £2,000 be included in the estimates for an event in 2008. A vote was requested : 3 Cllrs in favour, 3 Cllrs against. Under Standing Order 50 the Chairman gave a casting vote in favour. The motion was carried.
- Provision of Street Lighting Grant : Discussion regarding contribution towards a new street light on Galleywood Common took place. As a neighbour in the vicinity, Cllr Bob Villa declared an interest. It was noted that ECC Officer Mr Robin Murray was investigating the proposal and whether or not it could be fully funded by CBC as it was located on Galleywood Common. *Action : Clerk to follow-up and bring back to November Finance Committee.*

5.6 **MINUTES OF THE GALLEYWOOD HERITAGE CENTRE PROJECT MEETING HELD ON FRIDAY 26 OCTOBER 2007**

Cllrs noted that weekly working parties have now ceased, and replaced with twice-monthly Committee meetings. A letter from CBC advising the rateable value of the Centre at £23,000 had been circulated. The advantage of forming a Trustee body would allow 100% rateable relief, if run by GPC approximately 40% of the rateable value would be applicable. A public meeting has been set for 16 January 2008 when a viable business plan will be presented.

6. **CORRESPONDENCE**

- **Councillor Resignation** An email dated 3 October 2007 was tabled from Mrs Janette Potter reluctantly tendering her resignation from 31 October 2007. Mrs Potter would continue as Chelmsford Borough Council for Galleywood Ward and endeavour to assist GPC with any requests/needs they may have.
- **Councillor Resignation** An email dated 30 October 2007 was tabled from Cllr Howard Ebdon who tendered his resignation from 31 October 2007. The Clerk had advised the Monitoring Officer of both resignations and posters would be placed on noticeboards advising parishioners. If no request for an election is received, co-option can be advertised, with the aim of filling both vacancies at the December Council meeting.
- **Trustee Resignation** A letter dated 28 October 2007 was tabled from Cllr Chris Dicks resigning as a Keene Hall Trustee. *Action : Clerk to advise The Keene Hall, and place on December Council Agenda.*

- **Chelmsford Partnership Board Consultation** Notice of a draft Charter, Handbook and Standing Orders for the Chelmsford Partnership are available on www.essexinfo.net/acdpc/consultations/chelmsford-partnership.
Action : Cllrs to forward comments to the Clerk.
- **NAP – 4 November 2007** An email dated 1 November 2007 gave details of an emergency meeting which had been attended by the Chairman. In view of the time of year, policing has been increased and parishioners are encouraged to pass on any suspicions or intelligence to officers. Attention is drawn to the possible fire hazard from stacks of paper and card for recycling, particularly by residents leaving sacks out over night for collection the next morning.

7. **FINANCIAL MATTERS**

- 7.1 **RATIFICATION OF BILLS PAID** Cllrs approved the bills paid during October 2007 totalling £3521.29 and the Chairman signed the schedule. It was noted that the bills paid are the actual amount written on the face of the cheque (including VAT), but the monthly spreadsheet is ex VAT. An annual VAT return is made at the year end.

8. **QUALITY COUNCIL STATUS**

The Clerk confirmed that an EALC Officer would be coming to the office on 14 November to assist with the portfolio of evidence. Once completed this would be put to a panel for assessment. A couple of benefits from Quality Status are: parishioners will know that the Council is well led and accountable; is a local access point for providing information on services, and more representative of the local community. An emblem and certificate will be forwarded to GPC upon successful completion. *Action : Clerk to check if there is an on-going programme of assessment.*

9. **REPLACEMENT BUS SHELTER ALONG STOCK ROAD BY BAKERS LANE**

The Clerk had circulated a schedule of costs for a replacement wooden bus shelter. It was agreed that the Clerk circulate a complete list of styles with costings to all Cllrs. A small group – Chairman, Vice Chairman and Cllr Bob Harman would assess the most appropriate style, and take measurements of the existing shelter and base. *Action : Decision to be made at the December Council meeting.*

10. **WATCHHOUSE ROAD – TRAFFIC CALMING AND PARKING ON THE GRASS VERGE**

The Chairman and Vice Chairman had met with ECC Officer Mr Robin Murray on 30 October 2007. The use of a portable “SID” at £3,500 plus installation had been discussed. *Action : Clerk to follow-up with Mr Murray.*

11. **REPORTS**

- 11.1 **Tree Warden** The November Report had been circulated to all Cllrs. The following comments were made :
- **Winter Tree Planting** One objection had been received from a parishioner. Cllrs agreed that the project would go ahead in Skinners Lane during December.

- **Princes Trust Hedgerow Survey** The group gave a very good presentation of their work at the Galleywood Youth Centre on 2 November 2007.
- **TPO's** Cllrs did not approve the Tree Warden's request that CBC's TPO correspondence be sent directly to him. The procedure whereby GPC Staff manage all paperwork and pass to the Tree Warden as appropriate would continue.
- **Biodiversity for Business Forum** Attendance noted.

It was further reported that a grant of £300.00 had been pledged from CBC against the tree planting scheme.

11.2 Courses Attended by Councillors or the Clerk Information obtained during a recent course had been referred to under individual Agenda items.

12. **PARISH OFFICE PROCEDURES**

12.1 Final Agreed Dates for 2008 Subject to changing the Greening Galleywood Committee date on 6 February 2008 to the following week, and amending the combined Finance and Resources Committee meetings to monthly, the schedule of dates was agreed. *Action : Clerk to amend and reissue.*

- **Sound-Proofing** Cllrs requested that The Keene Hall 282025 consider sound-proofing by way of a second door between the Lodge Room and Ron White Room. *Action : Clerk to write to Trustees.*

12.2 Archive Minute Books at the ERO Cllrs agreed to the archiving of Minute Books prior to 2002 (or thereabouts) at the ERO ensuring that any confidential pages are removed. As the depositor, should specific Minutes need to be retrieved these can either be viewed by GPC Staff or borrowed for a limited period of time. The Clerk confirmed that from 2000, electronic copies of all Minutes are stored on GPC computers and the Chairman is currently accessing floppy discs containing information pre 2000. *Action : Clerk.*

12.3 Proposals to forward Meeting Papers and Reports to Councillors It was agreed that Cllrs receive papers in advance of the meeting by email and hard copy paper. Cllr Roy Van Tromp to be removed from electronic circulation. The Clerk to add a list of correspondence.

12.4 Attendance at Meetings Covered earlier.

12.5 Christmas/New Year office Closure Following guidance from CBC, the following was agreed :

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|--------------------------|---|
| Friday 21 December 2007 | last working day |
| Monday 24 December | office closed staff take as accrued time/annual leave |
| Tuesday 25 December | office closed Christmas Day |
| Wednesday 26 December | office closed Boxing Day |
| Thursday 27 December | office closed staff given extra statutory holiday |
| Friday 28 December | office closed staff given extra statutory holiday |
| Monday 31 December 2007 | office closed staff take as accrued time/annual leave |
| Tuesday 1 January 2008 | office closed Bank Holiday |
| Wednesday 2 January 2008 | office re-opens |

In relation to Monday 5 November 2007, it was further agreed that because of the unavoidable closure of the Keene Hall and offices due to tree felling work and loss of power, staff should not be penalised by taking the time as accrued time or annual leave. *Action : Clerk to advise staff.* The Chairman further added that during the morning the Broadband facility had been interrupted/damaged and only the Clerk had temporary access.

16. **DATE OF NEXT MEETING** 3 December 2007.

*There being no further business to be transacted,
the Chairman closed the meeting at 10.10 pm
Minutes taken by Ms Jane L Head, Clerk to Galleywood Parish Council*

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(Signed, Chairman on 3 December 2007)