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| <p><b>MINUTES OF THE<br/>30<sup>TH</sup> ANNUAL GALLEYWOOD PARISH COUNCIL MEETING<br/>HELD AT THE KEENE HALL, GALLEYWOOD<br/>ON MONDAY 8 MAY 2017</b></p> |
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This document is the Clerk’s record of the Council Meeting, formal acceptance will take place at the next Council Meeting.

This meeting will be recorded.

A copy of all meeting papers are provided for the public at the meeting.

Before the meeting commenced the Chairman gave details of fire exits and housekeeping notices.

**1. ELECTION OF CHAIRMAN OF THE COUNCIL**

Cllrs agreed to vote by show of hands.

| Nominee                | Proposed by         | Seconded by          | Voting |
|------------------------|---------------------|----------------------|--------|
| Cllr Neville Paul      | Cllr Graham Nichols | Cllr Stephanie Troop | 5      |
| Cllr Anthony McQuiggan | Cllr Richard Hyland | Cllr Neville Paul    | 3      |
| Cllr Richard Hyland    | <i>Withdrew</i>     |                      |        |

Cllr Neville Paul was duly elected and signed the Declaration of Acceptance of Office Form witnessed by the Clerk.

In view of the large number of parishioners present, the Chairman agreed to bring forward Agenda Item 14 followed by Agenda Item 15.2.2.

**14. Public Participation (9 members of the public present)**

Agenda Item 15.2.2, 17/00242/FUL – 26 Brook Lane, Galleywood CM2 8NL. Demolition of existing house, construction of pair of link-detached houses, one detached chalet bungalow and new detached garage, associated driveways, parking areas and turning areas. Closure of existing and creation of new vehicle accesses (amended plans)

Chelmsford City Ward Councillor Mrs Janette Potter and parishioners raised the following points :

- The plan has been corrected with third amendment to rear boundary, gardens appear in a different place. A parishioner has raised this inaccuracy with RIBA who are investigating.
- The significant bend in Brook Lane is not depicted on the plan and therefore misleading, this needs to be observed by Officers.
- Extreme over-development of site.
- Cllr Mrs Potter confirmed that previous objections and comments should be resubmitted, the plan is over-development of site, with part of the development in the Green Belt, a CCC Officer site visit has been requested.
- Cllr Mrs Potter reminded Cllrs to check the Local Plan to ensure there are no errors.
- Concerns regarding lack of consideration regarding disposal of waste.
- Encroachment of neighbouring properties.



Fly Tipping Cllr Mrs Potter asked that the land owner is specified when reporting fly tipping to CCC. CCC are only responsible for removing fly tipping from their land.

Street signage/posters Cllr Mrs Potter reported a number of notices cable-tied to street furniture advising of highways repairs which have now taken place. GPC to advise ECC and request removal.

**15.2.2 17/00242/FUL – 26 Brook Lane, Galleywood CM2 8NL** The Chairman gave Cllrs the opportunity to read an email received from parishioners. Cllr Nichols thanked parishioners for their comments and asked if RIBA had indicated a timescale for their response, a parishioner confirmed that no date had been given.

Cllr Hyland stated that the vehicle movement comments are particularly strong and the new access to Brook Lane on the bend is of real concern.

It was proposed by the Chairman and seconded by Cllr Hyland that GPC object to the proposal, re-adopting the objections made previously and adding the comments made by parishioners. All Cllrs were in favour.

*(The majority of parishioners left the meeting)*

2. **ELECTION OF VICE CHAIRMAN OF THE COUNCIL** Each nomination was made and then voting took place. The following results are recorded :

| <b>Nominee</b>         | <b>Proposed by</b>     | <b>Seconded by</b> | <b>Voting</b> |
|------------------------|------------------------|--------------------|---------------|
| Cllr Richard Hyland    | Cllr Anthony McQuiggan | None               | Failed        |
| Cllr Anthony McQuiggan | Cllr Richard Hyland    | Cllr Barry Graves  | 2             |
| Cllr Stephanie Troop   | Cllr Graham Nichols    | Cllr Andy Robson   | 5             |

Cllr Stephanie Troop was duly elected.

3. **PUBLIC ANNOUNCEMENTS** Taken earlier.
4. **RECORD OF COUNCILLORS PRESENT** Cllr Neville Paul (Chairman), Cllr Stephanie Troop (Vice Chairman), Cllr Barry Graves, Cllr Richard Hyland, Cllr Anthony McQuiggan, Cllr Graham Nichols, Cllr Andy Robson and Cllr John Turkentine.
5. **APOLOGIES AND REASONS FOR ABSENCE** Cllr Bob Harman (prior engagement)
6. **DECLARING ANY PECUNIARY AND NON PECUNIARY INTERESTS** Cllr Richard Hyland declared an interest at Agenda Item 15.2.1 whose occupant is a neighbour of the Councillor.
7. **DISPENSATIONS**  
None given.



**8. TO ELECT THE CHAIRMAN, VICE CHAIRMAN AND COMMITTEE MEMBERS TO THE FOLLOWING :**

**8.1 Planning & Highways Committee (7)**

**Chairman**

| <b>Nominee</b> | <b>Proposed by</b> | <b>Seconded by</b> | <b>Voting</b> |
|----------------|--------------------|--------------------|---------------|
| Cllr McQuiggan | Cllr Robson        | Cllr Turkentine    | All in favour |
| Cllr Hyland    | <i>Withdrew</i>    |                    |               |

Cllr McQuiggan was therefore duly elected as Chairman of the Planning & Highways Committee.

**Vice Chairman**

| <b>Nominee</b>  | <b>Proposed by</b> | <b>Seconded by</b> | <b>Voting</b> |
|-----------------|--------------------|--------------------|---------------|
| Cllr Hyland     | Cllr McQuiggan     | Cllr Robson        | 4             |
| Cllr Turkentine | Cllr Nichols       | Cllr Troop         | 4             |
| Cllr McQuiggan  | <i>Withdrew</i>    |                    |               |

The Chairman gave his casting vote in favour of Cllr Turkentine. Cllr Turkentine was therefore duly elected as Vice Chairman of the Planning & Highways Committee.

**Membership of Planning & Highways Committee**

It was proposed by Cllr Nichols and seconded by Cllr Robson that the following five Cllrs be elected to the Committee. All Cllrs were in favour.

Cllr Neville Paul, Cllr Stephanie Troop, Cllr Richard Hyland, Cllr Robert Harman, and Cllr Barry Graves. (*Cllr McQuiggan withdrew as elected Chairman*). Membership complete.

**8.2 Finance & Resources Committee** Each nomination was made and then voting took place. The following results are recorded :

**Chairman**

| <b>Nominee</b> | <b>Proposed by</b> | <b>Seconded by</b> | <b>Voting</b> |
|----------------|--------------------|--------------------|---------------|
| Cllr Hyland    | Cllr Robson        | Cllr McQuiggan     | 2             |
| Cllr Troop     | Cllr Nichols       | Cllr Graves        | 5             |
| Cllr McQuiggan | <i>Withdrew</i>    |                    |               |

Cllr Troop was therefore duly elected as Chairman of the Finance & Resources Committee.

**Vice Chairman**

| <b>Nominee</b>             | <b>Proposed by</b>                    | <b>Seconded by</b> | <b>Voting</b> |
|----------------------------|---------------------------------------|--------------------|---------------|
| Cllr Harman                | Cllr Nichols                          | Cllr Robson        | All in favour |
| Cllr Troop                 | <i>Withdrew as appointed Chairman</i> |                    |               |
| Cllrs Hyland and McQuiggan | <i>Withdrew</i>                       |                    |               |

Cllr Harman was therefore duly elected as Vice Chairman of the Finance & Resources Committee.



**Membership of Finance & Resources Committee**

It was proposed by Cllr McQuiggan and seconded by Cllr Graves that the following five Cllrs be elected to the Committee. All Cllrs were in favour.

Cllr Neville Paul, Cllr Graham Nichols, Cllr Anthony McQuiggan, Cllr Barry Graves and Cllr Andy Robson. *(Cllrs Troop and Harman withdrew as elected Chairman and Vice Chairman, Cllr Hyland withdrew)*

Membership complete.

- 8.3 Personnel Committee (4)** Committee Terms of Reference state that membership is automatically – Chairman and Vice Chairman of Council, Chairman of Planning & Highways Committee, and Chairman of Finance & Resources. As the Vice Chairman of the Council and Chair of the Finance & Resources Committee are both Cllr Troop, the membership is only quorate with three. It was agreed that a suitable amendment would be made to the Terms of Reference and the item be brought back to Full Council.

**9. APPOINTMENT OF FOUR TRUSTEES TO THE KEENE HALL**

Cllr Hyland withdrew. The remaining three Trustees to the Keene Hall agreed to continue with their term of office for the outstanding two year period. It was therefore agreed that the following Cllrs are Trustees :

Cllr Neville Paul, Cllr Anthony McQuiggan and Cllr Graham Nichols. *(Cllr Hyland withdrew)*. One vacancy.

**10. APPOINTMENT OF THREE TRUSTEES TO THE GALLEYWOOD HERITAGE CENTRE**

It was proposed by Cllr Nichols and seconded by Cllr McQuiggan that the following three Cllrs be elected as Trustees :

Cllr Neville Paul, Cllr John Turkentine and Cllr Anthony McQuiggan.

- 12. ELECTION OF REPRESENTATIVES** The following representatives were proposed :

| <b>ASSOCIATION</b>                        | <b>Nominee</b>  | <b>Proposed</b> | <b>Seconded</b> | <b>Vote</b>   |
|---|---|-----------------|-----------------|---------------|
| Neighbourhood Action Panel (1)            | Cllr McQuiggan  | Cllr Robson     | Cllr Graves     | All in favour |
| Essex Forum for Larger Local Councils (1) | <i>Cllr Hyland withdrew</i>   |                 |                 | Vacant        |
| Community Emergency Planning (3)          | Cllr Harman, Cllr McQuiggan and Cllr Nichols <i>(Cllrs Paul, Troop and Hyland withdrew)</i> | Cllr Paul       | Cllr Robson     | All in favour |



| <b>ASSOCIATION</b>   | <b>Nominee</b>   | <b>Proposed</b> | <b>Seconded</b> | <b>Vote</b>  |
|--|--|-----------------|-----------------|--|
| The Galleywood Liaison Group Committee(1)  | Cllr Turkentine  | Cllr Nichols    | Cllr McQuiggan  | All in favour                                      |
| Youth Club Sub-Committee (4)   | Cllr Troop   | Cllr McQuiggan  | Cllr Robson     | 6  |
|  | Cllr Harman  | Cllr Nichols    | Cllr Paul       | 6  |
|  | Cllr Nichols   | Cllr Graves     | Cllr Troop      | 4 <i>Lost</i>                                      |
|  | Cllr McQuiggan   | Cllr Robson     | Cllr Turkentine | 7  |
|  | Cllr Robson  | Cllr Nichols    | Cllr McQuiggan  | 6  |
| Galleywood 4 Children (1 or 2)   | Cllr Troop   | Cllr McQuiggan  | Cllr Turkentine | All in favour                                      |
| Galleywood Public Conveniences (1)   | Cllr Robson  | Cllr Paul       | Cllr Nichols    | All in favour                                      |
| ECC Transport Representative (1)   | Cllr Nichols   | Cllr Robson     | Cllr McQuiggan  | All in favour                                      |
| Internal Auditor (1) not a cheque signatory<br><br>Cllrs to consider amending the title to make the role clearer | Cllr Graves  | Cllr Troop      | Cllr Robson     | 4  |
|  | Cllr McQuiggan   | Cllr Nichols    | Cllr Hyland     | 4<br><br>Chairman gave casting vote to Cllr Graves |
| Minor Local Authority Governor for Galleywood Infant School (1 x 4 year term)                                    | Cllr Neville Paul to continue with remaining 2 year term |                 |                 | Confirmed  |

11. **APPOINTMENT OF INDEPENDENT EXAMINER** It was proposed by Cllr Turkentine and seconded by Cllr Nichols that Heelis & Lodge continue as GPC's independent examiner. All Cllrs were in favour.
13. **REGISTER OF MEMBERS' INTERESTS** Cllrs are reminded to review their Registers and inform the Clerk in writing of any changes by the end of May. Cllr McQuiggan stated that City Councillors had been advised of subtle changes to the process, the Clerk confirmed that no details have as yet been received by EALC or CCC.
14. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO ITEMS ON THE AGENDA** *Taken earlier*
- 14.1 **REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES**
- Galleywood Heritage Centre – reported on the successful Model Railway Event on 06 05 17.
  - Keene Hall – obtaining quotes for new sound system incorporating the loop facility and also investigating a ceiling mounted projector. Installation of the electronic display screen has received support



from hirers. GPC to place item on future Agenda and agree material to be displayed.

- EALC Saturday morning planning briefing (06 05 17) Cllr McQuiggan attended the extremely valuable meeting which gave details of changes to planning regulations. Cllr McQuiggan will be preparing a briefing note for the next Planning & Highways Committee meeting on 18 05 17, and uploading the Powerpoint presentation to 365.

**15. MINUTES/NOTES OF MEETINGS**

**15.1 Council Meeting : 03 04 17 and the Clerk's Situation Report** The Chairman tabled the Minutes. It was proposed by the Council Chairman seconded by the Council Vice Chairman and agreed by those Cllrs present at the meeting, that the Minutes be accepted as a true record, all Cllrs who had been present at the meeting were in favour and the Chairman signed the Minutes. The following comments were made :

- Pond at Jubilee Park and Installation of Benches Cllr Hyland expressed concern that a satisfactory explanation has not been received by CCC and asked that a letter be sent. It was proposed by Cllr Hyland and seconded by Cllr Robson that GPC ask Chelmsford City council why they failed to consult with local representation for their Jubilee Park pond development. All Cllrs were in favour. The Chairman added that a laminated notice had been placed at Jubilee Park.
- NAP Cllr McQuiggan stated that he had still not received a copy of the NAP Constitution and Terms of Reference. The Clerk would follow-up the request.

The Clerk's Situation Report was tabled and the following comment made :

- Bye-Laws and Travellers on Galleywood Common The Working Party members (Cllrs Hyland, Robson, Troop and McQuiggan) agreed their meeting date of Wednesday 17 05 17, 5pm in RWR.

**15.2 Planning & Highways Committee Meeting 11 04 17** The Committee Chairman tabled the Minutes. It was proposed by Cllr McQuiggan and seconded by Cllr Paul that the Minutes be accepted as a true record, all Cllrs were in favour and the Committee Chairman signed the Minutes. The following comments were made :

8.30 pm Cllr Graves left the meeting

**15.2.1 17/00406/FUL – 34 Moss Path, Galleywood : Extension of existing terrace to provide an additional dwelling** Cllr Hyland had declared an interest (noted previously), the Council Chairman also declared an interest, *both would abstain from voting*. The Committee Chairman stated that the proposed extension was over-bearing with insufficient parking. The estate had been built in the 1960s with green spaces which would be lost if the development succeeded. It was proposed by Cllr McQuiggan and seconded by Cllr Nichols that GPC object, endorsing the objections made by ECC. Put to the vote : Abstained : 3, in favour : 4. Motion thereby carried.



**15.2.2 17/00242/FUL – 26 Brook Lane, Galleywood CM2 8NL**

Taken earlier.

**15.2.3 Local Plan – Preferred Options Consultation Document**

The Working Party had met on 27 04 17. Cllr McQuiggan reported that the WP had discussed the Local Plan document and largely supported it with the exception of :

1. EC1 Land for development of 13 dwellings on land behind the Galleywood Reservoir. Development is too big and the compensation for loss of green space isn't clear. GPC reiterates the comments made previously.
2. Defined Settlement Boundary This appears to have changed and the Working Party would like to understand the rules for determining the settlement boundary and on what basis have changes been made.
3. Employment Area As marked on the Plan this appears to be in contradiction with part of the VDS. Whilst comment was made that some of the area become housing, the Working Party recommend to leave as employment. If the land is put forward for development this would be addressed.
4. Error in Local Plan Draw attention to the error on page 94 stating 200 homes which should read 13.

The aforementioned four points were proposed by Cllr McQuiggan and seconded by the Council Chairman. All Cllrs were in favour.

**15.3 Personnel Committee Meeting 24 04 17** The Chairman tabled the Minutes. It was proposed by the Chairman and seconded by Cllr Turkentine that the Minutes be accepted. All Committee members who were present at the meeting were in favour.

**15.3.1 Committee Terms of Reference** In view of Agenda Item 8.3 aforementioned, it was agreed that the Terms of Reference be reviewed and brought back to Full Council.

Cllr Hyland wished to raise a question regarding the Personnel Minutes and the Clerk stated that the Minutes were tabled for accuracy only and Standing Order 12 b was quoted "*b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 10(a)(i)*". Discussion ensued regarding matters arising from Minutes, Cllrs felt they needed to understand the process for raising queries and there needs to be a mechanism in place. The Chairman however, agreed to



take the question, and an earlier question relating to the Planning & Highways Committee Minutes.

9. **Office Time Analysis** Cllr Hyland asked if the analysis had taken the form of a “time and motion” study and wanted to understand if the analysis had shown output against hours spent, or is time being spent revisiting previously incomplete actions whether by Cllrs or the office. Currently 80% of the budget is spent on administration and Cllr Hyland asked if GPC should be looking to reduce the hours and cost. Cllr Hyland asked if the Office Time Analysis had been confidential, the Clerk confirmed the item had not been taken under confidential at the meeting. Cllr Hyland asked why the paper had not been part of the Minutes and the Clerk confirmed that Committee papers did not form part of the Minutes. The Chairman concluded that Cllr Hyland’s comments would be considered at the next Personnel Committee meeting.

**Planning & Highways Committee Meeting held on 11 04 17**

- 6.4 **Pipers Tye – Street Sign Replacement** Cllr Hyland thanked the Deputy Clerk for creating a photo file relating to planning matters on 365.
- 15.4 **GPC SURGERY 29 04 17** The Chairman and Cllr Graves had attended the Surgery and a report was presented, five issues were raised by parishioners and the Deputy Clerk had written in acknowledgement. All matters are being progressed.
16. **CORRESPONDENCE** The Clerk tabled a schedule of correspondence, it was noted that quotations would be obtained for repairs to the Village Pump at Pipers Tye. Two further items had been received – EALC advance warning of New Data Protection Regulations in May 2018, and an invitation for the Chairman and Cllrs to attend the Annual Civic Service on 18 06 17 at Chelmsford Cathedral.
17. **INSURANCE RENEWAL** GPC’s insurance renewal is due on 01 06 17. The Clerk brought the item before Full Council as the next Finance & Resources Committee meeting was on the date of renewal. The Clerk had obtained three quotations and circulated to members of the Finance & Resources Committee for comments. In her role as Responsible Finance Officer, the Clerk recommended continuing with Zurich who had submitted the most competitive quotation. As a non-Committee member, Cllr Hyland felt he did not have sufficient information to make a decision. After due discussion the Clerk passed around copies of her paper with comparative quotations. It was proposed by the Chairman and seconded by Cllr McQuiggan that the quotation from Zurich at £1,230.41 for a 3 year period be accepted. Put to the vote : 2 abstentions and 5 in favour. The motion was thereby carried.





*In view of the time, the Chairman stated he would be closing the meeting, those items which had not been tabled would be forwarded to the next meeting:*

- 18. **OFFICE IT**
- 19. **GALLEYWOOD PUBLIC CONVENIENCES**
- 20. **GALLEYWOOD COMMUNITY SPEEDWATCH**
- 21. **REPLACEMENT TREE AT PIPERS TYE**
- 22. **ITEMS FOR FUTURE AGENDA**
  - Recording of Meetings Protocol
  - GPC Standing Orders
  - Remembrance Day Event 2017
  - Christmas Luncheon – Thursday 21 December 2017
  
- 23. **DATE OF NEXT MEETING**

Monday 5 June 2017, 7.00 pm in the Keene Hall.

The Chairman closed the meeting at 9.05 pm

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

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Signed, Chairman, 5 June 2017

