

**MINUTES OF THE GALLEYWOOD PARISH COUNCIL MEETING  
HELD AT THE KEENE HALL, GALLEYWOOD  
ON MONDAY 3 JULY 2017**

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.

The Chairman welcomed everyone

1. **PUBLIC ANNOUNCEMENTS** Housekeeping notices were given.
2. **RECORD OF COUNCILLORS PRESENT** Cllr Neville Paul (Chairman), Cllr Stephanie Troop (Vice Chairman), with Cllrs Barry Graves (arrived during Agenda point 10.1), Bob Harman, Richard Hyland, Anthony McQuiggan, Andy Robson and John Turkentine.
3. **APOLOGIES AND REASONS FOR ABSENCE** Cllr Graham Nichols, holiday.
4. **DECLARING ANY PECUNIARY AND NON PECUNIARY INTERESTS** None declared.
5. **DISPENSATIONS** None requested.
6. **PUBLIC PARTICIPATION** (CCC Ward Councillor Mrs Janette Potter and ECC Cllr Mrs Jenny Chandler present).  
Cllr Mrs Potter raised the following items :
  - **Email distribution list** – Cllr Mrs Potter is happy to add any Cllrs to her email distribution list, Cllrs please revert to Cllr Mrs Potter for inclusion.
  - **Travellers at Jubilee Park on 24 06 17** - Following an "incident" between Travellers and Essex Police, Police took action and swiftly moved the Travellers on from the site. CCC have joined the Essex Countrywide Traveller Unit (ECTU), telephone and contact details will be circulated shortly.
  - **Margaretting Road Footpath Eagle Crossroads to Nursery/Galleywood Heritage Centre** Originally funding was coming from the Flood Alleviation Scheme. CCC felt that the footpath was extremely important and funding has been secured from an alternative source. CCC and ECC have agreed the proposed footpath and approval has been granted from the Secretary of State. Installation and completion is anticipated by Christmas.
  - **Pyms Road** Cllr Mrs Potter had attended the recent CCC Planning Committee meeting where outline permission had been given for the housing development. Through negotiations with CCC Officers, Cllr Mrs Potter has progressed parking spaces for the five properties affected by the proposed housing development and continues to pursue the provision of back gates. Whilst some of the CIL money will come to GPC, Cllr Mrs Potter was unhappy with the suggestion that GPC may wish to fund dropped kerbs (estimated £3,500 per kerb). This could result in all neighbours in Pyms Road applying for a dropped kerb which would be extremely difficult for GPC to manage. Some two years ago, Cllr Mrs Potter devised plans detailing parking in the garage areas at Pyms Road and an approach was made to CCC Director Keith Nicholson and Chelmer Housing Partnership with regard to demolishing some garages to create more parking space. At the present time, CHP are unable to commit any funding. Cllr Mrs Potter advised that when the CIL money has been received, GPC consider negotiating with CHP to see if a partnership arrangement can be forged, to develop parking spaces for residents throughout the Pyms Road development on the unused garage areas of Pyms Road. This partnership could set a precedent in the City and would eventually assist all former Council estates with their parking issues.

#### **6.1 Reports from Representatives of Outside Bodies**



- **Galleywood Heritage Centre** Cllr Turkentine reported that the Galleywood Festival was running well starting with the “Picnic in the Garden” on Friday 30 06 17. The Listening Bench had been unveiled on 01 07 17. Three further talks are planned along with the Essex Police Choir at St Michael’s Church on 07 07 17, Galleywood Games and the GHS Summer Show on 08 07 17 finishing with the Family Fun Day on 09 07 17.
- **NAP** Cllr McQuiggan attended the recent NAP meeting in Great Baddow and reported that drugs are an issue in Galleywood. Cllr McQuiggan had spoken with the Great Baddow Youth Club organiser and asked if the YMCA could be approached to extend the opening hours of the Galleywood Youth Club to 52 weeks per year. The proposal will be brought before the Youth Club Sub Committee.
- **Galleywood Neighbourhood Watch** Cllr Harman attended the recent AGM where a report on the Community Speedwatch initiative was given, the operation is working well and around 14 drivers have been recorded speeding.

## 7. **MINUTES/NOTES OF MEETINGS IN DATE ORDER**

**7.1 Council Meeting : 05 06 17** The Chairman tabled the Minutes. It was proposed by the Chairman and seconded by Cllr Turkentine and agreed by those Cllrs present at the meeting, that the Minutes be accepted as a true record. The Chairman signed the Minutes. The Clerk’s Situation Report was tabled and the following comments were made :

- **Jubilee Park** Cllr Hyland asked for documentary evidence relating to any consultation with GPC and residents. The Clerk read from a CCC email stating that on 11 10 16 six laminated signs were placed in Jubilee Park on the play area fencing including an offer for community groups to come forward with an interest in getting involved with planting of vegetation around the proposed pond in Autumn 2017. Six responses had been received all were positive and supportive of the project. Cllrs noted that there is a site meeting with the CCC Officer on Monday 10 07 17 at 9.30 am.
- **GPC Surgery on Website** Cllrs requested that the Surgery dates and details be uploaded to the “Meetings” page on the GPC website.
- **Prehistoric Artefacts** Further details of the artefacts have been requested. The Chairman felt that the Galleywood Heritage Centre should take the lead on the proposed project – to provide dedicated storage for Galleywood historical artefacts. Cllr Hyland will send questions for the Clerk to forward to the Chairman of GHC. Cllrs discussed the lease signed with CCC and if GPC as Custodian Trustees should make an approach to CCC to see if the lease could be granted to GHC in perpetuity.

*The Chairman granted Public Participation.*

Cllr Mrs Potter suggested that the lease signed between GPC and CCC be circulated. Cllr Turkentine stated that the lease was displayed on the GHC website. It was noted that the artefacts have been collected over a number of years, and have previously been offered to the Chelmsford and Essex Museum who are unable to assist with storage. Cllr Turkentine in his capacity as Chair of GHC needs to make an approach to the parishioner.

*The Chairman closed Public Participation.*

**7.2 Planning & Highways Committee Meeting : 15 06 17** The Committee Chairman tabled the Minutes. It was proposed by Cllr Turkentine and seconded by the Council Chairman and agreed by all those Cllrs present at the meeting, that the



Minutes be accepted as a true record. The Committee Chairman signed the Minutes.

**7.2.1 Neighbourhood Plan Working Party : 12 06 17** Cllrs discussed the recommendations and the following comments were made – has a budget been set and how many hours would it take (both staff and Cllrs time); the proposal is an initial test to see if there would be support for a Neighbourhood Plan; a Neighbourhood Plan would add weight to planning issues, CCC have stated this will give the village a “voice” on planning matters.

*The Chairman granted Public Participation.*

Cllr Mrs Potter said future development areas could potentially be Barn Mead and Rignals Lane.

*The Chairman closed Public Participation.*

The Chairman drew the debate to a close and the following three recommendations were taken :

It was proposed by the Council Chairman and seconded by the Committee Chairman, that – GPC develop a Neighbourhood Plan which covers selected areas of the village – those which GPC consider to be most likely to suffer from piecemeal development. Put to the vote : in favour 5, against 2. Motion carried.

It was proposed by the Council Chairman and seconded by the Committee Chairman, that – GPC summarise the Village Design Statement guidance as a starting framework. Put to the vote : in favour 5, against 1, abstention 1. Motion carried.

It was proposed by the Council Chairman and seconded by the Committee Chairman, that – GPC prepare a plan for one area as a test to determine the appetite of parishioners to become involved in such a project and the impact on Parish Council resources. Put to the vote : in favour 5, against 1, abstention 1. Motion carried.

Cllrs noted the suggested plan to undertake a test area in Brook Lane, Pipers Tye, Barn Mead and Rignals Lane. A leaflet and questionnaire are proposed, Cllr Hyland said there needed to be a budget and suggested a street stall on Pipers Tye to engage with parishioners. Cllr Harman felt that once the test area is launched, parishioners in other areas of the village might question why they have not been consulted.

**7.2.2 Dog Bin Collection Point** It was proposed by Cllr McQuiggan and seconded by Cllr Hyland with all Cllrs in favour, that following consultation with parishioners, the dog bin be installed at the Arnold Way/Roughtons greensward location as shown on the map tabled at P&H Committee. The Clerk advised that the P&H Committee Minutes be amended to clearly show the agreed location. The Committee Chairman amended the Minutes.

**7.3 Extraordinary Council Meeting : 22 06 17** The Chairman tabled the Minutes. It was proposed by the Chairman, seconded by Cllr Turkentine and agreed by all Cllrs present at the meeting, that the Minutes be accepted as a true record. The



Chairman signed the Minutes. Cllr Harman apologised for not attending and sending apologies.

**7.3.1 To consider further costs from the Project Manager and review outstanding proposals as listed in the Extraordinary Minutes** The Clerk had received an email with attachments from the Project Manager at 6.30 pm, the email had been forwarded to Cllrs and copies made at the meeting. Clearly there was insufficient opportunity for Cllrs to digest the content of the emails and further information is outstanding from the contractor. It was agreed that the Chairman call an Extraordinary Council Meeting to cover this topic including Agenda items 7.3.2 and 7.3.3.

**7.4 GPC Surgery held on Saturday 24 06 17** Cllrs raised concerns regarding expected attendance and the Chairman apologised for his late attendance on 24 06 17 which was manned by Cllrs McQuiggan and Robson. The Chairman offered to stand in for Cllr McQuiggan at a future Surgery. The Vice Chairman stated that the calendar of Surgeries was on 365. Cllr McQuiggan reported that Canon Andy Griffiths and a parishioner had visited the Surgery with regard to the Galleywood Food Bank which runs from the Hall in Beehive Lane. Unfortunately, the Hall which is currently leased from the Church is failing to provide a safe, clean environment for the Food Bank, there is inadequate insulation and services are poor. Cllr McQuiggan has requested more detailed information from the parishioner, in order that Cllrs may consider on a future Agenda.

**8. CORRESPONDENCE** The Clerk tabled a schedule of Correspondence and the following comments were made :

- Glimpses of Galleywood – A parishioner is asking whether GPC would consider commissioning one or more local historians to research and provide a further update to the booklet. The Vice Chairman indicated that the Oral History Group have a wealth of local information and a good number of able volunteers, but printing and production would be a cost. It was proposed by the Vice Chairman and seconded by Cllr Turkentine with all Cllrs in favour that the Clerk contact the Galleywood Historical Society and invite their support.
- Travellers in Galleywood – An email from CCC confirming that Essex Police served a Section 61 notice at 9.00 am on 24 06 17 for Travellers to leave Jubilee Park at noon. Cllr Hyland acknowledged the excellent work by CCC and Essex Police but voiced his disappointment that GPC had no opportunity to respond. Cllrs Hyland and Turkentine had been contacted by parishioners as the event developed. The Chairman stated that a Travellers Working Party would be taking place in due course.
- RCCE 2017 Annual General Meeting Cllrs to advise if they wish to attend the AGM on 05 07 17 at Chelmsford City Racecourse. Noted that this coincides with the Eagle Appeal Working Party.
- ECC/EALC Annual Joint Conference 19 09 17 Cllrs to advise their attendance at the events which runs from 11.30 – 4.45 pm in Great Dunmow.
- NAP Cllrs noted an email received from NAP confirming that they have no constitution or terms of reference.
- Junction Warning Sign at Well Lane Payment has been made to ECC for the signage and a site visit will take place with ECC officer on 07 07 17 at 9.00 am (meet in the White Bear car park). Open to all Cllrs.
- Galleywood Library – Defibrillator An email confirmed that the Defibrillator gifted by GPC has now been installed on the external Library Wall. The Clerk is co-ordinating a photo-call, Cllrs asked if this could take place on a Saturday morning. (Subject to Library opening hours).



- Galleywood Listening Bench Cllrs had been in receipt of the invitation to the opening of the Listening Bench on 01 07 17.
- EALC Training Courses The New Financial Regulations Saturday Morning Briefing on 22 07 17 and Planning Briefing on Tuesday 08 08 17. Cllr McQuiggan highly recommended the latter and Cllr Hyland confirmed he would like to attend. Clerk will co-ordinate.
- BMRG The Clerk had received an email from the Billericay Model Rail Group (BMRG) prior to the meeting commencing, a copy had been circulated to Cllrs. Due to the late receipt of the item the content was not read out. The Clerk will obtain further information.

9. **PLANT A TREE** In celebration of the launch of the new Tree Charter, 800 legacy trees will be planted across the UK. EALC had forwarded details to Parish Councils and Cllrs were in receipt. It was proposed by Cllr Hyland and seconded by Cllr McQuiggan and agreed by all Cllrs that GPC join the tree charter. A legacy tree will be provided free of charge by the Woodland Trust with GPC responsible for planting and maintenance. Cllrs agreed that this item be kept entirely separate to the proposed planting of a tree at Pipers Tye.

10. **PERSONNEL COMMITTEE**

- 10.1 **Amended Terms of Reference** The current constitution of the Committee is Chairman and Vice Chairman of the Council, Chairman of Planning & Highways Committee and Chairman of Finance & Resources Committee. Currently the Vice Chairman of the Council is also Chairman of Finance & Resources Committee and is thereby taking "two Committee places". Cllrs were in receipt of a support paper and proposed amendments to Terms of Reference. Discussion ensued. It was proposed by Cllr McQuiggan and seconded by Cllr Robson and agreed by all Cllrs, that under Members, point 2, the wording shall be "at least four". Item 5 – Cllr Hyland wished to raise an amendment but the Chairman stated there was limited time for Council business and would not take the amendment. Cllr Hyland raised a point of order and the Chairman ruled against this. The Chairman asked Cllrs for their show of hands in favour of his ruling being upheld and no support was given. Cllr Hyland therefore spoke. It was proposed by Cllr Hyland and seconded by the Council Chairman that Item 5 be amended to state that "The Chairman and Vice Chairman of the Committee shall be elected at the first meeting of the Committee", *Cllr Graves arrived.*

8.30 pm

The Chairman repeated the proposal and put to the vote, all Cllrs were in agreement. Cllr Harman did add that he felt it was appropriate for the Chairman of the Council to be the Chairman of the Committee because he worked very closely with the Clerk in dealing with staff issues.

- 10.2 **Appoint Councillor to Committee** The Chairman tabled the proposal at Item 3 "In the event that a Councillor has been elected to more than one of the positions on this Committee, there shall be an election, the candidates for which shall be limited to the Vice Chairman of the Finance & Resources Committee and Planning & Highways Committees". Cllr Harman (Vice Chairman of Finance & Resources Committee) and Cllr Turkentine (Vice Chairman of Planning & Highways Committee) indicated their interest to stand. However, after due discussion, there was no seconder to the proposal and the motion was thereby not taken.

The Chairman directed Councillors to Item 4, and asked if any Councillors wished to stand for the Committee. Cllrs Harman, Hyland and Turkentine indicated their interest. Cllrs were concerned that in the agreed Terms of Reference the membership could be "at least four" and how many Cllrs should they be voting for. The Chairman and Clerk both stated that it was preferable to have a smaller



membership so that if a Grievance or Disciplinary Committee were called there would be a choice of five other Cllrs.

On reflection the Chairman felt that maybe the decision to amend the Terms of Reference to “at least four” was hasty, but this could be changed at a later date. The Chairman asked Cllrs to vote for one further member to the Committee. Voting slips were circulated. Whilst the Clerk was receiving the voting slips the Chairman moved to the next Agenda item.

- 11. REVIEW OF GPC INTERNAL AUDITOR** It was proposed by the Chairman and seconded by Cllr Turkentine that the name for the internal auditor be amended to “Internal Control Councillor”. Put to the vote in favour : 7, abstention : 1. Motion thereby carried.

**10.1 Appointment of Councillor**

The Clerk counted voted slips and declared that Cllr Hyland had the majority. The Personnel Committee Membership is therefore : Council Chairman, Council Vice Chairman, Chairman of Planning & Highways Committee and Cllr Hyland.

8.50 pm *The Chairman left the meeting for an engagement and the Vice Chairman became “Acting Chairman”*

**12. PUBLIC RELATIONS**

**12.1 Remembrance Day Event 2017** Unfortunately the Keene Hall is booked to another hirer on Saturday 11 11 17, and whilst the hirer has been extremely accommodating, it was not felt that there would be insufficient space to cater for Remembrance Day Event attendees particularly when serving refreshments. It was noted that the Church were amenable to combining an event with GPC on Remembrance Sunday. Cllrs were still minded to run the Annual Event at the War Memorial on Saturday 11 11 17 and asked the Clerk to check alternative venues for refreshments ie Galleywood Social Club, Youth Club, the Eagle Public House. Cllrs also asked that the Keene Hall be automatically booked on 11 November for future years.

**12.2 Christmas Luncheon for Galleywood Senior Citizens – Thursday 21 12 17**

Unfortunately Chicks Catering are unable on 21 12 17. The Clerk liaised with the Mayor’s Office who had made recommendations and the Clerk had contacted five caterers. The most competitive quotation had been received from Limeberry Caterers at £22.50 per head. It was proposed by the Vice Chairman and seconded by Cllr McQuiggan that Limeberry Caterers be appointed. Put to the vote : in favour : 6, abstention : 1. Motion thereby carried. The ticket price for the event was discussed. It was proposed by Cllr McQuiggan and seconded by Cllr Turkentine that the price be increased to £8.00 per head. Put to the vote : in favour : 6, abstention : 1. Motion thereby carried.

- 13. BARCLAYS BANK MANDATE** The bank mandate has been reviewed and needs updating. It was proposed by Cllr Robson, seconded by Cllr Turkentine will all Cllrs in agreement that Mr Bob Villa (ex Chairman) be removed and Cllr Stephanie Troop (Vice Chairman) and Cllr Richard Hyland be added. Signatories will then be the same as Natwest ie Cllrs Paul, Harman, Hyland, Troop, Clerk and Deputy Clerk. Clerk will co-ordinate paperwork.

**14. ITEMS FOR FUTURE AGENDA**

- Teg 2017/18 Draft Maintenance Report (forwarded from P&H Committee 15 06 17)
- Office IT
- Standing Orders
- Recording of Meetings Protocol

Cllrs asked that papers be circulated as soon as possible prior to the meeting.

**15. DATE OF NEXT MEETING**

Monday 04 09 17, 7.00 pm in the Keene Hall. Cllr Turkentine extended his apologies.



*There being no further business to be conducted  
the Acting Chairman closed the meeting at 9.04 pm  
Minutes taken by Ms J L Head, Clerk to Galleywood Parish Council*

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(Signed, Chairman of Galleywood Parish Council)

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(Dated)

