

**MINUTES OF THE GALLEYWOOD PARISH COUNCIL MEETING
HELD IN THE KEENE HALL, WATCHOUSE ROAD, GALLEYWOOD
ON MONDAY 8 JANUARY 2018**

This document is the Deputy Clerk's record of the Council Meeting, formal acceptance will take place at the next Council Meeting. This meeting was recorded. A copy of all meeting papers are provided for the public at the meeting

18/1 Public Announcements

The Chairman announced the resignation of the Clerk – Ms Jane Head on 31 December 2017 and gave sincere thanks for all her good works. It was noted that a letter from Ms Head had been received on 2 January 2018 stating that she would not be returning in a Locum capacity.

Cllr N Paul was thanked for his previous Chairmanship and service.

A note of appreciation was extended to Cllr Stephanie Troop following a note of resignation to the Council for work specifically undertaken as the Vice Chairman and Chairman of the F&R Committee.

Village Attendant - Mr Daryl Martin was also thanked for his time and hard work in cleaning the Bus Shelters. (Agenda item 18/12).

18/2 Record of Councillors Present

Cllr Anthony McQuiggan (Chairman), Cllr Richard Hyland (Vice Chairman), Cllr Tony Golden, Cllr Barry Graves, Cllr Graham Nichols, Cllr Neville Paul and Cllr Andy Robson.

Also present: Mr Mike Letch – Locum Clerk

18/3 Apologies and Reasons for Absence

Cllr Robert Harman – Prior Engagement.

The Council were reminded that Cllrs should be minded to accept any apologies given. Cllr McQuiggan stated that this practice would be considered following a review and adoption of Standing Orders.

18/4 Declaring any Pecuniary and Non-Pecuniary Interests

Cllr N Paul – Agenda item 18/13 Non-pecuniary. As Keene Hall Trustee Chairman

Cllr R Hyland – Agenda item 18/8 Non-pecuniary. As a key project volunteer.

Cllr G Nichols – Agenda item 18/13 Non-pecuniary. As Keene Hall Trustee

18/5 Dispensations

None Requested

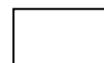
18/6 Public Participation Session with respect to items on the Agenda

Present: Chelmsford City Councillor Mrs Janette Potter and Mr John Turkentine.

The Chairman invited questions and observations from public present and proposed that the meeting be temporarily closed and recording halted. The Committee agreed.

The recording was re-commenced.

CCC Cllr Mrs Janette Potter thanked Ms J Head – prior Clerk for all her work on behalf of the Parish and requested that all staff that left office should undertake an exit interview whereby the reason for leaving could be fully appreciated). Resolved – Due process would be undertaken by the Personal Committee.



CCC Cllr Mrs Janette Potter requested that the 24/7 opening hours of the Public Conveniences be re-considered due to potential antisocial behaviour. Resolved: The Committee agreed to review the policy and process (Agenda item 18/9)

Mr J Turkentine – gave a note of thanks to Ms J Head in her services to the parish and welcomed the Chairman's comments under public announcements.

18/7 Reports from Representatives of Outside Bodies

Cllr N Paul reported that the GHC Trust had met last month and agreed that a meeting with Chelmsford City Council would be undertaken to discuss the re-surfacing of the Car Park.

Cllr A McQuiggan made note that the new signage to the Heritage Centre had been installed on 8 January 2018 and thanked CCC Cllr Mrs J Potter for assistance in resolving this matter.

Cllr N Paul reported that 3 Cllrs recently attended the 50th Anniversary Assembly at the Galleywood Primary School, Barnard Road. Resolved: A report will be forwarded for inclusion in the Winter 2018 edition of the Galleywood Grapevine.

Cllr R Hyland reported that The Social Club had passed on their thanks to the Council following the deployment of a funded Defibrillator on 2 January 2018 following a parishioner becoming ill.

18/8 Hampers of Hope

Cllr R Hyland reported that six hampers had been distributed within the parish aided by Ms Amber Wilson – Social Care Worker. The Chelmsford Co-operative Store had assisted by kindly donating goods with much goodwill.

Cllr A McQuiggan stated that the project was a real community initiative. Resolve: A note of thanks forwarded to Mrs Marie Hyland, The Co-op and Ms Amber Wilson.

7.30pm A member of the public left the meeting.

18/9 Minutes/notes of meetings in date order

a. **Council Meeting: 4 December 2017**

The minutes of the meeting were signed by Cllr A McQuiggan as Chairman

b. **Extraordinary Council Meeting – 22 December 2017.**

Mr M Letch agreed that although the time log for Cllr N Paul leaving the meeting was at 10.20am this record should be moved to under Minute 7. Resolved: Amendment agreed. The minutes were signed by the Chairman.

Cllr G Nichols gave apologies for not being able to attend the meeting.

c. **Personnel Committee Meetings; 6 December 2017 and 13 December 2017.**

The Council noted that the minutes of the meetings had been signed by the Chairman on 13 December 2017 and 3 January respectively.

3 January 2018.

The minutes of the meeting had not been received and were referred to the Personnel Committee Meeting to be held on 17 January 2018.



d. **Planning and Highways Committee 14 December 2017**

It was noted that the meeting has been deferred to 25 January 2018 as no planning applications had been received.

18/10

Correspondence

To consider items of correspondence received in the Parish Council Office as detailed below.

Galleywood Ladies Club – Grant 2018-19

The Committee formally recorded the receipt of £250 as awarded. The grant will be used to subsidise speakers and travelling expenses incurred.

A supplementary list of correspondence received following the publication of the Council Agenda on 3 January 2018 was tabled and noted. All actions to be deferred to the next meeting to be held on 5 February 2018 as agenda items.

18/11

Notice of Casual Vacancy – West Ward

Following the resignation of Cllr S Troop a notice that a vacancy has arisen in the office of Parish Councillor for Galleywood Parish Council has been duly posted. An election to fill the vacancy will be held within SIXTY days of the date of notice (19 December 2017) provided a request in writing by TEN electors of the Parish is received by The Chief Executive, Chelmsford City Council, within FOURTEEN days of the date of the notice. Resolved: If no such request is received the Parish Council may proceed to fill the vacancy by co-option.

18/12

Resignation – Bus Shelter Attendant

A request by Mr D Martin on 21 December 2017 to terminate his contract with one month's notice. (Termination date 21 January 2018) is duly being carried out. Resolved: To seek a replacement Village Attendant.

7.45pm CCC Cllr Mrs J Potter left the meeting.

18/13

Parish Council Office

Cllr A McQuiggan declared a non-pecuniary interest as a Keene Hall Trustee.

Notification received from the Keene Hall Trustees on 8 December 2017 indicating a 5% increase in the rent paid quarterly by GPC for offices and facilities was discussed. The increase from £6900.00 to £7245 per annum reflecting that an increase had not been requested since 2016 and met with rate of inflation guideline. Resolve: Deputy Clerk to enquire as to the validity of the effective date specified as 1 April 2018 under the terms of agreement for a notice of 1 year. Vote not to accept 4. 3 abstentions.

18/14

Bank Mandate

Following the decline in the number of signatories available it was agreed that one additional signatory be appointed. Resolved: Cllr A McQuiggan to complete a Bank Mandate for signatory to all Bank Facility Mandates.

18/15

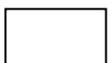
Three Year Plan

A draft working document was tabled by Cllr McQuiggan for discussion. Resolved. To adopt the advisory principal of a three-year plan which will be populated following guidance, and training from Mr M Letch.

18/16

Galleywood Common Association Representative

Nominations for the post were invited. Resolved: Cllr A Golden was duly appointed.



- 18/17** **Galleywood Grapevine**
Nominations for membership to an editorial working party were discussed. Resolved. Cllr A McQuiggan and Cllr R Hyland were duly appointed.
- 18/18** **IT Working Party Meeting**
Mr M Letch and the Deputy Clerk have already undertaken to contact IT provider Lodge Customer Services to discuss undertaking an administrative IT overhaul. Resolved. Cllrs to define and agree the structural requirements of Council members. The Deputy Clerk to circulate a date for the next meeting. Mr M Letch to be considered to act as a mediator to achieve best practice for both user levels, referred to Personnel Committee.
- 18/19** **Items for Future Agenda**
It was agreed that the following items be included for future agendas
- a. **Galleywood Public Conveniences**
To discuss and agree the following protocols.
- Procedure
 - CCTV
 - Maintenance
- b. **Galleywood Youth Club**
It was agreed to defer the agreement of the Service Level Agreement (SLA) until such time all information had been collated for signature by the Chairman and Clerk.
- c. **Nomination – F&R Chairman**
It was agreed the Cllr R Harman is Vice Chairman will preside at the F&R meeting to be held on 30 January 2018. Resolved. To defer the nomination until the next Full Council meeting.
- 18/20** **Date of Next Meeting**
Monday 5 February 2018, 7.00 pm in the Keene Hall
- 18/21** **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 the final agenda Item, Staff Matters.
Council agreed to switch off the recording and move to a private meeting.
- 18/22** **Staff Matters**
Resignation of the Parish Clerk and next actions.

There being no further business to be transacted, the Chairman closed the meeting at 8.47pm.
Minutes taken by Mrs Nicola Caton – Deputy Clerk

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Signed: Chairman (05.02.18)

