

**GALLEYWOOD PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING
HELD AT THE KEENE HALL – HALL – GALLEYWOOD
on MONDAY 5 November 2018 at 7.00pm**

Formal acceptance will take place at the next Council Meeting
This meeting was recorded

Present:

Chairman: Councillor A McQuiggan

Councillor J Edwards	Councillor A Golden
Councillor R Harman	Councillor R Hyland
Councillor E Massey	Councillor N Paul
Councillor S Troop	

Officers:	Mrs T Melhuish – Clerk
City Councillor:	Councillor J Potter
Public:	none

18-187 Apologies and Reasons for Absence

An apology for absence was received from Councillor Graves.
RESOLVED that the apology be accepted.

18-188 Declaring of Interests

None received.

18-189 Public Participation Session with respect to items on the Agenda

There were no members of the public in attendance.

18-190 Confirmation of Minutes

RESOLVED that the minutes from the meeting held on 1 October 2018 be approved as a correct record and signed by the Chairman.

18-191 Clerk's Report

At 7.02pm, Councillor Edwards joined the meeting.

Members noted the Clerk's report as provided at the meeting.

The Clerk reported that Public Conveniences will be an agenda item for the next Council meeting and there were no further updates regarding the Care for our Church grounds and bench seating in Watchouse Road.

18-192 Chelmsford City Council/Essex County Council Report

Councillor Potter provided a verbal report on the following:

- Essex County Council road gritting map is available
- Village Gateways – is the damaged gateway on London Hill and the missing one from Stock Road being replaced
- Cash machine at Galleywood shops has not been working
- Litter bins on the Common have now been taken over by Chelmsford City Council
- Dealt with 2 resident complaints
- Local Plan – Chelmsford City Council do not support the Great Baddow bus gate proposals

It was noted that there was nothing to report from Councillor Chandler.

18-193 Committee Meetings

Members noted the following:

- a. A Planning and Highways Committee meeting had been held on 18 October 2018



Draft Minutes from this meeting had been previously circulated to Members.

18-194 Reports from Representatives on Outside Bodies

a. The Keene Hall – Councillors Golden, McQuiggan, Paul and Troop

Councillor Paul provided a verbal report on the following:

- The front garden landscaping has been completed
- New caretaker employed
- The caretaker will be replacing the wired glass in the interview room for the Council's electronic display

b. Galleywood Heritage Centre – Councillors Hyland, McQuiggan and Paul

Councillor Troop (Chairman of the Heritage Centre) provided a verbal report on the following:

- Two new computers are now up and running, just waiting for the new router to be installed
- Chelmsford City Council has lined the drains to stop them from leaking
- Grant application made to the Community Initiatives Fund for various improvements

c. Galleywood Common Liaison Group – Councillor Golden

A meeting had been held on 24 October 2018.

Councillor Golden had not been able to attend the meeting, however, Councillor McQuiggan gave a verbal report following his attendance in his role as a City Councillor for Goat Hall:

- A new Maintenance has been drafted and approved
- New litter bins have been installed on the Common
- New maps and interpretation boards are to be installed

d. Councillor Saturday Surgery held on 27 October 2018

It was noted that Councillors Graves and Paul were in attendance and there were visits from 2 residents.

18-195 NHS Foundation Trust

Members noted that membership to the Trust is on an individual basis and not be Parish Council appointment.

At 7.30pm, Councillor Potter left the meeting.

18-196 Training

Members noted the training sessions available from the Essex Association of Local Councils (EALC) as provided and were advised to contact the Clerk should they wish to attend any. Members also noted the summary of courses attended and future bookings as provided.

18-197 Action Plan

Members considered the draft Action Plan as provided.

RESOLVED that the Action Plan be approved and reviewed in January 2019.

18-198 Assets Register

Members considered the Assets Register and noted that the layout had been improved. Members were requested to contact the office should they feel there were any items missing.

RESOLVED that the Assets Register be approved.

18-199 Local Council Award Scheme

- a. RESOLVED** that the required documents for the Foundation level are on the Council's website.



- b. **RESOLVED** that the required documents for the Foundation Level exist and can be provided electronically if requested.
 - 16. A risk management Scheme
 - 17. A register of assets
 - 18. Contracts for all members of staff
 - 19. Up to date insurance policies that mitigate risks to public money
 - 20. Disciplinary and grievance procedures
 - 21. A policy for training new staff and councillors
 - 22. A record of all training undertaken by staff and councillors in the last year
 - 23. A Clerk who has achieved 12 CPD points in the last year

18-200 Social Media

Members considered the use of Social Media to engage with the residents of Galleywood as outlined in the report provided.

RESOLVED that the Social Media Policy be approved.

18-201 New Policy for Dealing with Vexatious and Persistent Complainants

Members considered the new policy for dealing with vexatious and persistent complainants as provided.

RESOLVED that the new policy be approved.

18-202 EALC Strategic Plan

Members considered the draft Strategic Plan from the EALC as provided and noted the deadline for comments as 7 December 2018.

RESOLVED that the Clerk complete the questionnaire on behalf of the Council.

18-203 Community Special Constables

Members considered funding Community Special Constables outlined in the report provided.

RESOLVED that the Council supports the recruitment of two Community Special Constables for a cost of approximately £2,000 per annum.

The next Parish Council meeting is on:
 Monday 3 December 2018 at 7pm
 The Keene Hall, Watchouse Road, Galleywood

There being no further public business to be transacted, the Chairman closed the meeting at 8.40 pm.

Signed Chairman

Date: 3 December 2018

