

**GALLEYWOOD PARISH COUNCIL  
MINUTES OF THE COUNCIL MEETING  
HELD AT THE KEENE HALL – HALL – GALLEYWOOD  
on MONDAY 2 JULY 2018 at 7.00pm**

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

**Present:**

Chairman: Councillor R Hyland

Councillor A Golden      Councillor B Graves  
Councillor R Harman      Councillor E Massey  
Councillor S Troop

Officers:                      Mrs T Melhuish – Clerk  
County Councillor:      Councillor J Chandler  
Public:                        none

**18-126 Apologies and Reasons for Absence**

Apologies for absence were received from Councillors McLean, McQuiggan and Paul.  
**RESOLVED** that the apologies be accepted.

**18-127 Declaring of Interests**

None received.

At 7.02pm, Councillor Harman joined the meeting.

**18-128 Public Participation Session with respect to items on the Agenda**

County Councillor Chandler provided a report under 18-131.

**18-129 Confirmation of Minutes**

**RESOLVED** that the minutes from the meeting held on 4 June 2018 be approved as a correct record and signed by the Chairman.

**18-130 Clerk's Report**

Following a question regarding the refurbishment of the pump at Pipers Tye the Clerk confirmed that the work will be carried out by one of the Council's Village Attendants and is due to start mid-July.

Following a question regarding the defibrillator training, the Clerk replied that it had been difficult to obtain suitable dates from the trainer, however, she will persevere.

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

**18-131 Chelmsford City Council/Essex County Council Report**

County Councillor Chandler provided a verbal report on the following:

- A site meeting with an Essex County Council Highways Officer in Barnard Road has been arranged for Monday 9 July 2018 at 2.30pm. All Councillors are invited to attend. Councillors Golden and Hyland will be in attendance
- Community Speedwatch/Gateway signs – these are currently in validation with the Local Highways Panel
- Pryors Road installation of bollards – this scheme has been approved with an installation date of January 2019, however, it may be brought forward as a direct delivery scheme which is for smaller schemes
- Barnard Road access road into a set of private garages – ownership dispute between Essex County Council and Chelmer Housing Partnership. However, repairs to the road surface has been carried out.



### **18-132 Committee Meetings**

Members noted that a meeting of the Planning and Highways Committee had been held on 21 June 2018 and a meeting of the Personnel Committee held on 25 June 2018. Draft Minutes had been circulated to Members.

### **18-133 Reports from Representatives on Outside Bodies**

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

Councillor Paul had provided a written report on the following:

- Parish office has now been decorated
- Replica pump in the grounds has been repaired
- Car park vegetation will be cleared to facilitate subsequent white lining. Car park will not be available whilst this is being undertaken
- Main Hall – replacement lighting units and floor sanding to be carried out
- Toilets – quotations are being sought for full refurbishment of the disabled toilet with consideration of work needed on other toilets to follow
- Replacement seating – further enquiries being made
- Further garden clearance being arranged to coincide with Remembrance Day
- Loop system – modern hearing aid units do not have a T switch that is often referred to in public buildings

Members thanked Councillor Paul for the written report.

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

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

- The drainage issue has been investigated by Chelmsford City Council and there was no perceived problem at the Heritage Centre and that the issue is with hardly any fall from start to finish. The Chairman of the Heritage Centre will write to the City Council regarding any future problems
- Resurfacing of the car park is due to commence on 29 August for one week and the car park will be closed, all hirers have been informed
- Personal injury claim has been redirected by the Heritage Centre's insurance company to Chelmsford City Council
- Galleywood Festival – very successful events held which included a picnic in the garden and a craft fayre and bar b q – all very well attended

#### **c. Councillor Saturday Surgery held on 23 June 2018**

Councillors Massey, McLean and Troop were in attendance, however there were no members of the public.

#### **d. Larger Local Council's Forum 28 June 2018**

Members noted the written report provided by the Clerk following her attendance at the Larger Local Council's Forum held on 28 June 2018. Along with the election of a new Chairman for the Forum, speakers at the event had included the Deputy Police and Fire Commissioner, Jane Gardner and Councillor Simon Walsh, Cabinet Member for Environment and Waste. Updates were also provided by Peter Davey, Chairman of the EALC and Joy Darby, CEO of the EALC.

### **18-134 Parish Council Office**

#### **a. Members considered the report provided by Councillor McQuiggan for a request to the Keene Hall Trustee Board for an electronic display for use by the Council in the foyer area of the Keene Hall.**

**RESOLVED** that a request is made to the Keene Hall Trustee Board for an electronic display for use by the Council in the foyer area of the Keene Hall. All costs to be borne by the Council.



- b. Members noted that following clarification on fire evacuation procedures for the Council office on the second floor, a new Risk Assessment has been carried out by the Clerk. Advice provided by Essex Fire and Rescue that a secondary escape route was not required due to the close proximity (18 metres) of the front door to the building.

**18-135 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.

**18-136 Buckingham Palace Garden Party Award Nomination**

**RESOLVED** to nominate Councillor McQuiggan for the EALC's Buckingham Palace Garden Party Award.

**18-137 Local Policing**

Further to 18-98e, Members noted the response received from Essex Police regarding the levels of local policing.

**18-138 Mission Statement**

Members considered the draft Mission Statement as provided at the meeting which had been discussed previously. However, it was felt it was too short and not specific enough. Members were asked to provide alternative wording to the Clerk and the item was deferred until the next Council meeting.

**18-139 Forward Plan**

**RESOLVED** that a Working Party be established to prepare the Council's Forward Plan. Members nominated for the Working Party: Councillors Graves, Golden, Hyland, McQuiggan, Paul and Troop.

**18-140 Care for our Church Grounds**

**RESOLVED** that Galleywood Parish Council co-ordinate community action with other interested parties inviting their resources to Care for our Church Grounds.

**18-141 Exclusion of the Press and Public**

**RESOLVED** that the press and public be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the following item contained confidential information.

At 7.54pm, County Councillor Chandler left the meeting.

**18-142 Staff Matters – Historical Pay Discrepancy**

**RESOLVED** that:

- (i) the Deputy Clerk's scale point is uplifted to SCP28 and backdated to April 2018;
- (ii) the historical back pay from April 2011 to June 2018 including overtime worked for the period of Acting Clerk from January to March 2018 is recompensed to the Deputy Clerk;
- (iii) a virement of funds from Reserves will be made.

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

There being no further public business to be transacted, the Chairman closed the meeting at 8.01 pm.

Signed Chairman .....

Date: 3 September 2018

