

GALLEYWOOD PARISH COUNCIL
MINUTES OF THE COUNCIL MEETING
HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
on **THURSDAY 21 March 2024** at 7.00pm
Formal acceptance will take place at the next Council Meeting

PRESENT

Councillors: G Bonnett, R Hyland, A McQuiggan, N Paul, J Potter, C Shreeve, and S Troop
(Chairman)

In attendance: Clerk

FC24-733 Apologies for Absence

RESOLVED that an apology of absence be accept for Cllr Woolward and Smith.

FC24-734 Declaring of Interests and Dispensations

There were none.

FC24-735 Public Participation Session with respect to items on the agenda

There were none.

FC24-736 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 15 February 2024 be a true and accurate account of the proceedings of the meeting and were signed.

FC24-737 Clerk's Report

Members noted the Clerk's report on:

- **Community Special Constables**
Ongoing publicity using the Parish Council website, social media, and noticeboards.
- **Training**
Calendar available on SharePoint for councillors Training Available from EALC– Clerk to be advised of any training needs.
- **Office Communication**
Regularly sent out to members, items relating to Galleywood.
- **Christmas Lights**
Lights have been removed from the Watchhouse shop trees. Electrician has advised that some are in an acceptable and safe order to be reused and some have been condemned. It was also advised that one of the trees is in a poor state.
Action: CHP to be advised of tree issue.
- **Official Assoc Statement**
A message of condolence, on the passing of Mike Letch has been forwarded via EALC.
- **Love your Parish Days**
Litter Pick will be 4 April 2024 - focus will be on Barnard Road
CCC were contacted to ascertain if they have scheduled services in place to sanitise streets within Galleywood as they do in the city.
CCC advised that Galleywood is not a high footfall/retail area, it is deemed mainly “medium density residential” with rural roads so the frequency of cleaning is



adjusted accordingly – roughly 6monthly frequencies for road sweeping although with the condition of the roads, it is taking us longer to get the schedules completed so it is more like 8-9 months currently.

If GPC wanted to increase the frequency of cleansing, then they are free to do so at their own expense but unfortunately CCC at this time would not be able to provide this uplift.

Cllr Hyland received a response from the Co-op stating that Community Pantry and Rubbish bin ideas would impact on the store operationally and they do not have the capacity to manage the extra activity.

- **Community Pantry**

Communication sent to resident and CHP to ascertain if permission would be given to site this on their land.

- **Watchhouse Shop Pavements**

CHP have requested a joint site visit to discuss further and identify concerns, recommending assessing the area in totality at 2pm, on Friday 5th April 2024. Members were asked to attend if they wish.

- **Locality Fund**

Funding has been confirmed and received. Three benches have been ordered to be installed at Jubilee Park by CCC. One of these benches will be a 'Happy to Chat' bench. Councillors meet with CCC to agree areas of placement.

- **YMCA**

Sub Committee were asked to advise on suitable dates for attendance to Youth Club. Cllr Hyland advised 22.02.2024 he will not be available to attend any meeting currently at the Youth Centre premises. Awaiting response from other Councillors.

- **The Spinney – TEG**

TEG had advised of a local firm who specialise in restoring Grade 2 listed buildings and have much experience in restoring rotten wooden frames. Provided Council do not want a long-written report, advice may be sought for free in return for help TEG gave them earlier this year- Agenda item 24-744.

- **ECC Boundary Review**

Communication feedback sent to reviews@lgbce.org.uk

A consultation Press release had been sent out on the 30 November 2023, by email via Campaign Monitor, and was noted in Clerks 'junk' folder in February 2024. Emails have since been redirected correctly.

- **Public Toilets**

01.03.2024 Report from staff member that a fire had taken place in the shop end cubicle. No report was received from CCC. Toilet had been locked due to smell of smoke and need of cleaning - Agenda item 24-741.

FC24-738 Essex County Council and Chelmsford City Council Report

- Members received a written report from Chelmsford City Councillor Hyland
- Members received a verbal report from Chelmsford City Councillor Potter
- Members received a verbal report from Essex County Councillor McQuiggan

FC24-739 Reports from Representatives on Outside Bodies

- a. Members received a written report on The Keene Hall from Councillor Paul



- b. Members received a written report on The Heritage Centre from Councillor Paul
- c. Members received a written report on Councillors Surgery, 24 February from Councillors Paul and Shreeve

FC24-740 Committee, Sub Committee and Working Party Meetings

Members noted the following meetings had been held and draft minutes had been circulated to all members.

- a. Planning and Highways Committee 6 February 2024
- b** Personnel Meeting 15 February 2024
- c Youth Club Sub Committee 5 March 2024
- d** Planning and Highways Committee 5 March 2024

FC24-741 Public Conveniences

Members noted that a fire had taken place within one of the toilets, and considered if additional deep cleaning should take place.

RESOLVED that:

- a. One off visit to clean residue smoke, together with walls, floors, and pans, at a cost of £210 would take place week commencing 25 March 2024.
- b. Further annual cleaning would be reviewed at a later stage.

FC24-742 Annual Parish Meeting

Members considered costs for photographic competition prizes.

RESOLVED that £25 would be awarded to the winner of each of the three categories. Costs to be met from reserves.

FC24-743 D-Day commemoration

Members considered costs and noted the preliminary schedule.

RESOLVED that:

- a. a Lamp Light of Peace costing £55 would be purchased. Costs to be met from S137
- b. £200 for the purchase of refreshments. Costs to be met from reserves

FC24-744 The Spinney – TEG

Members considered the recommendation made by the Planning committee on 05 March 2024, minute number PH24-532.

RESOLVED that £150 be allocated to TEG to allow for an inspection to be conducted in May 2024 and findings to be reported back to the Planning committee on 02 June 2024. Costs to be met from Local Open Spaces.

FC24-745 YMCA

Members considered the Service Level Agreement for 2024/2025.

RESOLVED that the SLA be agreed and signed by the Chairman.

FC24-746 Policies

RESOLVED that the Document Retention and Disposal Policy be reviewed at a future meeting.

There being no further public business to be transacted, the Chairman closed the meeting at 7.50pm.

Signed Chairman

Date:

