

The Keene Hall, Watchouse Road, Galleywood, Chelmsford CM2 8PT

You are hereby summoned to attend a meeting of **Galleywood Parish Council** in the Lodge Room, Keene Hall, Watchouse Road, Galleywood CM2 8PT on **THURSDAY 18 APRIL 2024** at 7.00pm for the purpose of transacting the following business.

K Wilde

Mrs Kelly Wilde

Clerk to Galleywood Parish Council

10 April 2024

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

COUNCIL A G E N D A

This meeting will be recorded.

FC24-747 Apologies for Absence

To receive and approve apologies and reasons for absence.

FC24-748 Declaring of Interests and Dispensations

Declaration of any 'disclosable pecuniary' interests, other pecuniary or non-pecuniary interests relating to items on the agenda in accordance with the Code of Conduct.

FC24-749 Public Participation Session with respect to items on the agenda

In accordance with Standing Order 3.e. to allow up to 15 minutes for public speaking.

FC24-750 Confirmation of Minutes

(herewith)

To agree and sign the minutes of the meeting held on 21 March 2024 as a true and accurate account of the proceedings of the meeting.

FC24-751 Clerk's Report

(herewith)

To note the Clerk's report.

FC24-752 Essex County Council and Chelmsford City Council Report

(to follow)

To receive reports from County and City Councillors on matters of interest to Galleywood.

FC24-753 Reports from Representatives on Outside Bodies

(to follow)

- a. The Keene Hall – Councillors McQuiggan, Paul, Shreeve and Troop
- b. Galleywood Heritage Centre – Councillors Paul, Troop and Woolward

FC24-754 Committee, Sub Committee and Working Party Meetings

(herewith)

To note the following meetings have been held and draft minutes have been circulated to all members.

- a. Personnel Meeting 14 March 2024
- b. Finance and Resources Meeting 28 March 2024
- c. Planning and Highways Meeting 2 April 2024

- FC24-755 Payroll Services** (herewith)
To consider the report as provided.
- FC24-756 D-Day commemoration** (to follow)
To note the schedule.
- FC24-757 Assets of Community Value – Removal from list - Galleywood Library** (herewith)
To consider the notification received from Chelmsford City Council and action to be taken.
- FC24-758 Community Ownership Fund – Round 4** (herewith)
To consider applying for an Expression of Interest. Opens late May 2024.
- FC24-759 Essex Village of the Year and nominations for all the Rural Community Awards** (herewith)
To consider entering. Entries and nominations close on 3 June 2024.
- FC24-760 Policies** (to follow)
To review and resolve the following:
a. Document Retention and Disposal (amended)
- FC24-761 Planning Applications**
To consider the following application(s) received from Chelmsford City Council and submit comments by return
- a. **23/05267/TPO** - Land Southeast of 21 Watchouse Road Galleywood Chelmsford
T1 Mature Oak- 4m crown reduction.
Reason: This is to reduce the impact of the tree on 17,19 and 21 Watchouse Road where the property is suffering from subsidence.
T2 twin stem Oak (described as two different trees in the arb report)- Reduction of 2m.
Reason: To ensure that the tree is not contributing to subsidence at 17,19 and 21 Watchouse Road
<https://publicaccess.chelmsford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=S60T08BRGDN00>
- b. **24/00404/FUL** - Sheringham Birches Walk Galleywood Chelmsford
Garage conversion including raising roof, replacement of conservatory with habitable room, single storey extension replacing conservatory, new pergola structure and pitched roof detached garage.
<https://publicaccess.chelmsford.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SAEOSKBRIQK00>
- FC24-762 Exclusion of the Press and Public**
To resolve to exclude the Press and Public from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as the following item contains confidential information.
- FC24-763 London Bridge** (to follow)
To consider the Protocol for the death of a public figure.

The Annual Council Meeting is on:
Thursday 16 May 2024 at 7pm

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:



Clerk's Report - Full Council 18 April 2024

Item	Action Taken and outcome	Date Note Closed
Community Special Constables	Ongoing publicity using the Parish Council website, social media, and noticeboards. Invited PSCO to Galleywood Showcase 6 July – Sam Girdlestone will arrange for attendees	Ongoing
Training	Calendar available on SharePoint for councillors Training Available from EALC – Clerk to be advised of any training needs.	Ongoing
Office Communication	Regularly sent out to members, items relating to Galleywood.	Ongoing
Watchhouse Shop	Communication sent to CHP regarding tree concerns. CHP have inspected and found to be in satisfactory condition, though it will continue to be regularly monitored should the damaged area to main stem deteriorate. 05.04.2023 CHP building surveyor met with Councillors and inspected the paving area at Watchhouse shops. Yellow spray has been used on the defected areas found by the surveyor and works will be arranged to fix these highlighted areas over the coming weeks.	18.04.2024
Jubilee Park	CCC met with Councillors and areas have been marked out for where the benches will be installed.	18.04.2024
YMCA	Signed SLA returned to YMCA	18.04.2024
The Spinney - TEG	Communication sent to TEG. They will invoice in due course	18.04.2024
Public Toilets	Deep cleaning took place 25.03.2024	18.04.2024
Community Pantry	16.02.2024 Communication sent to resident. 14.03.2024 Communication sent to CHP to ascertain if permission would be given to site this on their land. Awaiting response which has been chased.	

**GALLEYWOOD PARISH COUNCIL
MINUTES OF THE PERSONNEL COMMITTEE MEETING
HELD IN THE LODGE ROOM, KEENE HALL on THURSDAY 14 March at 10am**

PRESENT

Councillors: A McQuiggan, N Paul, J Potter, and S Troop (Chairman)

In attendance: Clerk

PER24-95 Apologies for Absence

There were none.

PER24-96 Declaring of Interests

There were none.

PER24-97 Public Participation Session with respect to items on the agenda

There were none.

PER24-98 Confirmation of Minutes

RESOLVED that the minutes from the meetings held on 15 February 2024 be approved as a true record of the meetings and signed by the Chairman.

PER24-99 Exclusion of the Press and Public

There were none.

PER24-100 Staff Appraisals

Members noted that staff appraisals had taken place for all staff.

PER24-101 Personnel Matters

Members discussed issues relating to the code of conduct.

RESOLVED that appropriate action would be taken by the Chairman.

Date of the next meeting

14 May 2024 at 10am

There being no further public business to be transacted, the Chairman closed the meeting at 10.45am.

Signed Chairman

Dated:

GALLEYWOOD PARISH COUNCIL
 MINUTES OF THE **FINANCE AND RESOURCES COMMITTEE** MEETING
 HELD AT THE KEENE HALL – LODGE ROOM - GALLEYWOOD
 on **THURSDAY 28 MARCH 2024** at 7.00pm

Present:

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

In attendance: Clerk**FR24-329 Apologies and Reasons for Absence**

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

FR24-330 Declaring of Interests and Dispensations

There were none.

FR24-331 Public Participation Session with respect to items on the agenda

There were none.

FR24-332 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 25 January 2024 be approved as a correct record and signed by the Chairman.

FR24-333 Clerk's Report

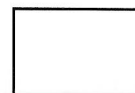
- **Public Toilets**
Legionella Testing carried out monthly – no risks to report
- **ECC Locality Fund**
£3825 Funding received
- **Events**
Arranged Working Party meeting for Annual Parish meeting
Arranged Informal meetings for all members to discuss D-Day and Galleywood Showcase
Booked Play in the Park
Booked Story Telling
Booked caterers for Seniors Christmas Lunch
Arranged for the Christmas tree lights to be removed and reported to Full Council 21 March 2024
- **Council Reserves**
Asset 5-year plan has been incorporated into the current Asset register
Action: Clerk to share link
- **tEG – The Spinney**
Report provided to Planning committee on 06.02.2024 and 05.03.2024
- **Defibrillators**
The Scouts have been unsuccessful in reapplying for second time and the funding scheme has now closed.

FR24-334 Events – Galleywood Showcase

Members consider costs of £75 for refreshments.
RESOLVED that £75 be met from reserves.

FR24-335 Risk Assessments

Members noted:
 Parish Council Office – No risks to report



Events – No risks to report

Action: Clerk to share link

FR24-336 Financial

a. Bank Reconciliations

RESOLVED that the bank reconciliations for 31 January 2024 and 28 February 2024 be approved.

b. Council Detail Report

RESOLVED that the current Council Detail Report be approved.

c. List of Payments

RESOLVED that the List of Payments for January 2024 £11979.30, and February 2024 £15336.01 be approved.

d. Earmarked Reserves

Members considered the reports and spend on:

i. Earmarked Reserve current balances

RESOLVED that the Earmarked Reserves will remain in place.

ii. Community Infrastructure Levy (CIL) current balances

RESOLVED that 2018-2019 and 2019-2020 CIL budgets would be utilised in the first instance.

iii. Earmarked Reserves for 2024/2025

RESOLVED that new Earmarked Reserves would be set up for the following unspent budgets of 2023/2024: (one Cllr against)

Local Open Spaces £1500.00

Christmas Lights £1995.00

Parish Map £2365.00

e. Bank Transfer

Members noted that the following bank transfers had taken place:

- £10,000 on 20 February 2024 from NatWest Business account to NatWest Current account
- £5,000 on 21 February 2024 from NatWest Business account to NatWest Current account
- £5,000 on 15 March 2024 from NatWest Business account to NatWest Current account
- £452.62 on 19 March 2024 from Barclays account to NatWest Business account

Action: Cllr Troop to use online banking

: Clerk to check delegated authority in relation to bank transfers

f. Verification of bank reconciliations

Members noted that in line with Financial Regulation 2.2, Councillor Shreeve verified all the Parish Council's bank account reconciliations for October, November, and December 2023 on 12 February 2024.

FR24-337 Essex County Council Public Health Bids Grants Programme (PHAB)

Members noted and the considered the £7.5m ECC Public Health team grant programme.

RESOLVED that an expression of interest would be made prior to the closing date of Friday 3 May 2024.

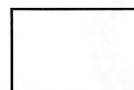
FR24-338 Office Equipment

Members considered the report and costs for telephone and broadband services, noting that the analogue system will be switched off in 2025.

RESOLVED that no action will be taken.

Action: Cllr McQuiggan to provide a cost report of his findings prior to 23 May 2024 meeting.

: Clerk to liaise with SLCC/EALC to ascertain how other Councils have acted.



FR24-339 Defibrillators/bleed bags

Members considered the report provided.

RESOLVED that a defibrillator and bleed bag would be purchased. This will be sited in the Bus shelter on Watchouse Road, past the Scout hut. (One Cllr against and, one Cllr abstained).

FR24-340 Financial Regulations

Members noted that The Finance Regulations being updated by NALC, have been pushed back to being published in April 2024. Councils current Finance Regulations would be reviewed after this publication date.

FR24-341 End of Year Closedown

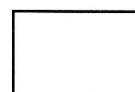
Members noted that the Year end closedown 2023/2024 would take on Tuesday 2 April 2024, remotely.

The next Finance and Resources Committee Meeting is on Thursday 23 May 2024 at 7pm.

There being no further public business to be transacted, the Chairman closed the meeting at 8.18pm

Signed Chairman

Date.....



MINUTES OF THE PLANNING AND HIGHWAYS COMMITTEE MEETING
HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
ON TUESDAY 2 APRIL 2024 at 7.00pm

Present:

Councillors: A McQuiggan (Chairman), N Paul, J Potter, and S Troop

In attendance: Clerk

Five members of the public

PH24-540 Apologies and Reasons for Absence

RESOLVED that an apology of absence was received and accepted from Councillors: Bonnett and Smith.

PH24-541 Declaring of Interests and Dispensations

There were none.

PH24-542 Public Participation Session with respect to items on the agenda

Five members of the public wished to address the committee in relation to agenda item PH24-545d.

PH24-543 Confirmation of Minutes**(herewith)**

RESOLVED that the minutes of the meeting held on 5 March 2024 were a true and accurate account of the proceedings of the meeting and were signed by the Chairman.

PH24-544 The Clerk's Report**(herewith)**

Members received and noted Clerk's report on:

- **Parish Map**

Cllr AM acknowledged the finalised map was outstanding for the Clerk and agreed to forward this on.

CHP

Maintenance of Watchhouse Shops – on hold

On a proposal by the Chairman, it was **RESOLVED** to bring forward agenda item PH24-545d.

PH24-545 Planning Applications

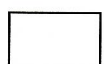
Members considered the following application(s) received from Chelmsford City Council and submitted comments by return.

d. 23/01653/FUL - Unit and Yard 8 At Five Tree Works Bakers Lane Galleywood

Part-retrospective change of use from open storage and business to mixed-use storage, distribution, and the provision of education for crane operation training, inclusive of the siting of a tower crane.

RESOLVED that Galleywood Parish Council strongly objects to this fourth submission to the original planning application, due to the following factors:

1. The original planning application did not include the tower crane(s), illuminated sign(s) or red lights at night, it stated the crane was for educational purposes and for residents. Four additional amendments have been submitted which have caused unnecessary delays in the decision-making process.



2. The permanent installation of the tower crane(s) on this site is not properly covered in the application and does not appear on the site drawings.
3. There does not appear to be a proper permanent base/foundation or safety zone for the permanent installation of a training tower crane(s). This is not a temporary installation of a tower crane(s). The proposal is for a permanent education/training facility which requires proper planning permission to be detailed and investigated.
4. No provision for a building or tower crane(s) is depicted in any of the site plans submitted.
5. The installation of a tower crane(s) exceeds the normal height for permanent buildings or structures in this area.
6. The swing arm/size of the tower crane(s) exceeds the property boundary, the location of which is remarkably close to a children's nursery. The council has serious concerns over health and safety on site for the operation of a tower crane(s) in a training mode, particularly if lifting is involved.
7. The current usage is for the storage of cranes. This council considers storage to be horizontal components, not vertical assemblies.
8. There should be no horizontal component of any light in the yard. The bright red safety lighting on the tower crane(s) structure is visible from a great distance. If the tower crane(s) is high enough to warrant safety lighting, then the installation must be planned and approved. It is not part of the application and should be considered as part of the planning approval.
9. It is not for engineering operations as stated in the application, but for training. This is a light industrial site.
10. The erection of the tower crane(s) on the ridgeline/horizon adjacent to the A12 is considered by this council a hazard for the sightline of drivers and its visibility from the adjacent Galleywood Common nature reserve.
11. The tower crane(s) on site is inappropriate for the green belt area. There are no special circumstances to allow this. The site is remarkably close to Galleywood Common, which is protected by the secretary of state and the illuminated installation is very visible from it. Other developments adjacent to The Common have had their lighting restricted/controlled by their relevant planning conditions, severely restricting the horizontal components of light and brightness.
12. The use of the structure for two brightly illuminated advertising signs is in the green belt area, which is a dark rural landscape.

13. The silent majority and car drivers using the A12 have not been consulted on this planning application.
14. Inadequate services provided e.g., toilets, catering facilities, or classrooms to support the education/training activities.
15. Inadequate parking facilities. The application states that there are ten parking spaces provided and ten staff on site. The council cannot see any provision for parking for the trainees other than a cycle provision.
16. The photographic portfolio provided by the applicant is misleading and does not portray the views experienced by residents and Councillors.
17. This council supports the resident's objections presented at the meeting and on the portal without reservation.

The council, while encouraging employment and training opportunities, does not feel that a tower crane(s) training facility at this location is appropriate, nor suitable for the environment and too small for the provision of suitable facilities.

- a. **24/00231/FUL** - 36 Roughtons Galleywood Chelmsford Essex
New pitched roof to front of property. Single storey rear extension and two storey side extension.
RESOLVED that Galleywood Parish Councils had no objection to this application.
- b. **24/00291/FUL** - 6 Walters Close Galleywood Chelmsford CM2 8NU
Single storey rear extension and porch to side elevation. Addition of roof lights
RESOLVED that Galleywood Parish Councils had no objection to this application.
- c. **24/00273/FUL** - 3 Pyne Gate Galleywood Chelmsford Essex
Single storey rear extension
RESOLVED that Galleywood Parish Councils had no objection to this application.
- e. **24/00328/FUL** - 7 Ponds Road Galleywood Chelmsford Essex
Proposed Garage Conversion
RESOLVED that Galleywood Parish Councils had no objection to this application.
- f. **24/00252/FUL** - Great Baddow High School Duffield Road Great Baddow Chelmsford
Construction of an artificial turf pitch and sports pavilion with associated works including lighting, fencing and hard and soft landscaping. Siting of a storage container.
RESOLVED that Galleywood Parish Councils had no objection to this application.

PH24-546 Planning Decisions - Chelmsford City Council

Members noted the decision(s) of the following application(s):

- a. **24/00058/FUL** - Pipers Tye, Carne
Single storey rear extension to existing annex. **Refused**
- b. **24/00056/FUL** - 14 Skinners Lane, Galleywood
Two storey rear extension. **Granted**

PH24-547 Planning Enforcement Notices

Members noted the report in relation to planning conditions not being met for
22/00297/ENFB

Action: Clerk to pursue matters with the Planning Enforcement team.

There being no further public business to be transacted, the Chairman closed the meeting at 8.13pm

Signed Chairman

Dated

Report to Galleywood Parish Council

KW/April 2024

Payroll Services

The Parish Council's current payroll provide is James Todd and has been used for a number of years. The cost of their services are £691 per year. Whilst the services provided by James Todd acceptable, the Clerk was tasked with sourcing costs of alternative payroll providers which are detailed below:

To Note:

- James Todd** currently provides payroll services and has done so for many years.
 A Letter of Engagement has been signed for October 2023 - October 2024.
 One months' notice period is required to cancel.
Costs £57.60 per month / £691.20
[Accountants in Chichester & Fareham : James Todd & Co \(jamestoddandco.co.uk\)](http://jamestoddandco.co.uk)
 The Clerk has found their service to be outstanding, very helpful and an easy process to use.
- Live Pay**
 Suggested by Clerks on SLCC forum
 Two months' notice period to set up, 3-year contract, six months' notice period to cancel
Costs are £40 + VAT per month / £480 annually. Set up charge £245.00 + VAT
BrightPay_Connect_for_Employers.mp4 .
 For more information Live Pay [click here](#) to see a number of client success stories [click here](#)
- Highland Payroll Services**
 Suggested by Clerks on SLCC forum
 Two months' notice period to set up, six-month contract, one month's notice period to cancel
Costs are £47.50 + VAT per month / £570 annually. Set up charge £60 + VAT
[Payroll Service For Small Businesses - Highland Payroll Services](http://Payroll_Service_For_Small_Businesses_-_Highland_Payroll_Services)
 Please take a look at the testimonials on <http://highlandpayrollservices.co.uk/payroll-testimonials/>

Clerks comments

James Todd is the most expensive of the three. (£691 annually)

Live Pay works out the most cost effective in the long run. (£725 in the first year/£480 thereafter)

Highland Payroll are slightly cheaper than James Todd. (£630 in the first year and £570 thereafter)

All three companies use a secure portal to download and access reports. Online demos can be arranged.

Members to consider payroll services and resolve the preferred payroll provider.

24-757



Chelmsford
City Council

PROPERTY SERVICES

Property Services Manager: Joe Reidy

Mrs Tory Melhuish
Clerk to Galleywood Parish Council
Keene Hall
Watchhouse Road
Galleywood
Chelmsford
CM2 8PT

Civic Centre Duke Street
Chelmsford Essex CM1 1JE
DX 123305 Chelmsford 7

Direct Line: 01245 606531
Email: Susan.reed2@chelmsford.gov.uk

Your ref:
Our ref:
Please ask for: Susan Reed

15th March 2024

Dear Tory,

Localism Act 2011 – Assets of Community Value – Removal from List
Galleywood Library, Watchhouse Road, Galleywood, Chelmsford CM2 8PU

I write further to our letter sent in March 2019, giving you notice of the listing of the above as an Asset of Community Value.

As the land was included in the list in response to a community nomination by Galleywood Parish Council, I now write pursuant to s.91 (2) (c) of the Localism Act 2011 to give Galleywood Parish Council notice that the Council has now removed the above from its list of assets of community value.

The reason for the removal is that the 5-year listing period has expired.

Section 87 of the Localism Act 2011 states:

(3) where land is included in a local authority's list of assets of community value, the entry for that land is to be removed from the list with effect from the end of the period of 5 years beginning with the date of that entry (unless the entry has been removed with effect from some earlier time in accordance with provision in regulations under subsection (5)).

The 5-year period expired on 11th March 2024. and therefore, has been removed.

The owner of the land has been notified also, as per s.91 (2) (a) of the Localism Act 2011.

Yours sincerely,

Susan Reed LLB (HONS) AssocRICS
Corporate Property Assistant

Report to Galleywood Parish Council

KW/10.04.2024

Community Ownership Fund Round 4

Members to consider and resolve if they wish to apply for an Expression of Interest for Community Ownership Funding.

[Community Ownership Fund Round 4: how to express your interest in applying - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/community-ownership-fund-round-4-how-to-express-your-interest-in-applying)

The £150 million Community Ownership Fund has been set up to help communities take ownership of assets at risk of closure. It will run for 4 years until 2024/25. Voluntary and community organisations can bid for match funding. Funding may support the purchase and/or renovation costs of community assets.

Applications are subject to the eligibility requirements outlined in the prospectus [COF Application form assessment criteria guidance round 4.odt \(live.com\)](#)

Proposals will need to prove the value of the asset to local people and that the asset can run sustainably for the long-term benefit of the community.

Local councils can bid for up to £2 million in capital funding and £50,000 in revenue to help protect local assets such as sports facilities, arts and music venues, museums and galleries, parks, pubs, post offices, and shops.

The second window is due to open in late May 2024. Specific timings for the final window will be published in due course.

Report to Galleywood Parish Council

KW/10.04.2024

Essex Village of the Year and Rural Community Awards 2024

Members to consider and resolve if they wish to enter the awards categories.

The Essex Village of the Year Competition is back after an absence of four years. Together with new Rural Community Awards for individual amenities, projects, and groups.

Entries for Essex Village of the Year and nominations for all the Rural Community Awards must be received by no later than **Monday 3rd June**.

All prize winners will be announced at RCCE Annual General Meeting on **Wednesday 3rd July**.

Essex Village of the Year - How to Enter

An entry form is to be completed, explaining in no more than 500 words what makes your village special. Need to explain briefly about the activities, events and organisations that contribute most to life in your community today. Key points you should consider including are:

- Activities and events that bring the community together.
- Initiatives that have strengthened community spirit.
- Methods of engaging with the community and identifying local needs.
- Activities that reduce isolation and support specific age groups.
- Plans and aspirations for enhancing community life.
- Some idea of the numbers benefitting or participating in activities/events is helpful.

Please feel free to attach a newsletter, poster, leaflet, or a few photos.

There will be no judges' visits to villages this year, but we may contact you if we require clarification on any information you have provided.

Submitting Your Entry - Entries can be made either online or by post.

Prizes - 1st Prize: £500, the Essex & Suffolk Water Shield and a commemorative certificate

2nd Prize: £200 and a commemorative certificate

3rd Prize: £100 and a commemorative certificate

Community Enterprise Award - How to Enter

This award celebrates enterprises such as community owned shops, pubs and transport services which bring people together and secure the retention of essential services that would otherwise be lost to rural communities.

Nominations can be made either by the community enterprise itself or by another local organisation. To be eligible, any enterprise nominated must be owned by the local community.

To nominate, a nomination form must be completed, explaining in no more than 500 words the contribution the community enterprise is making to its local community. Please tell us briefly about:

- Why the enterprise was established and the need it is addressing.
- How the enterprise helps to bring the community together and reduce isolation for vulnerable groups.

- How the enterprise is managed and how it promotes its services within the community.
- Any plans or aspirations for future development.

Some idea of the number of users, customers or beneficiaries would be helpful (the size of the community served will be considered).

Please feel free to attach a newsletter, poster, leaflet, or a few photos.

We may contact you if we require clarification on any information you have provided.

Submitting Your Nomination - Nominations can be made online or by post.

Prizes - 1st Prize £200 and a commemorative certificate.

Community and Voluntary Group Award – How to Enter

This award celebrates community and voluntary groups which are the lifeblood of rural communities providing an enormous range of activities and services for local people all on a voluntary basis.

Nominations can be made either by the group itself or by another local community organisation via the nomination form.

Nominations cannot be accepted for groups run by statutory bodies or on a commercial basis.

To nominate, please complete the attached nomination form explaining in no more than 500 words the contribution the group is making to its local community. Please tell us briefly about:

- The activities and/or services the group provides and the need it is addressing.
- How it helps to bring people together, generate community spirit and reduce isolation for vulnerable groups.
- How the group is managed and how it promotes its activities within the community.
- Any plans or aspirations for future development.

Some ideas of the numbers of users, participants or beneficiaries would be helpful (the size of the community served will be considered). Please feel free to attach a newsletter, poster, leaflet, or a few photos, if you feel this would support your nomination but exercise discretion in what you send. We do not require a large amount of additional information or a lot of photos. We may contact you if we require clarification on any of the information you have provided.

Submitting Your Nomination - Entries can be made either online or by post.

Prizes

1st Prize £200 and a commemorative certificate