

**GALLEYWOOD PARISH COUNCIL**

**MINUTES OF COUNCIL MEETING**

**HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD**

**on Thursday 18 July 2024 at 7.00pm**

**Formal acceptance will take place at the next Full Council Meeting**

**Present:**

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

In Attendance: Clerk  
Three members of the public

**FC24-795 Apologies for Absence**

**RESOLVED** that an apology for absence be accepted for Cllr(s) G Smith

**Action:** Clerk to contact Cllr Smith to ascertain his capability of continuing Councillor duties.

**FC24-796 Declaring of Interests and Dispensations**

There were none

**FC24-797 Confirmation of Minutes**

**RESOLVED** that the minutes of the meeting held on 4 June 2024 were a true and accurate account were signed by the Chairman.

**FC24-798 Public Participation Session with respect to items on the agenda**

Two members of the public wished to address the committee in relation to agenda item FC24-799.

One member of the public wished to address the committee in relation to agenda item FC24-800.

**FC24-799 Co-option**

Members considered the two applications received.

**RESOLVED** that:

- a. John Turkentine be appointed.
- b. John Turkentine signed his declaration of office in front of the Clerk and joined the meeting in the capacity of Cllr Turkentine

**FC24-800 Planning Applications**

Members considered the following application(s) received from Chelmsford City Council  
a. **24/00731/FUL** Maple House, The Street Galleywood Chelmsford

New residential dwelling and detached garage.

**RESOLVED** that:

The Parish Council have concerns along the boundary line with the Parish Council land at Twitten Green.

It is noted that in 2005 the Parish Council and the landowner established the de facto boundary, and the owner built a fence which is still in place. This is probably not exactly



in the position defined in the land registry documents and the Parish Council request that the foundation of the new buildings is kept well away from the fence line in order that the land registry boundary is respected with regards to the building line. This will also prevent roots from the existing trees and shrubs from damaging the new building in the future. The Parish Council has concerns about the main building being separated from the main property in the future as there is insufficient parking as a separate building and insufficient amenity space when separated. The Council has concerns about the bulk of the dual garage building. It is very large and the bulk in front of the built line on the street. The Council note that there are a large amount of trees either side of the fence that we would like to ensure are not damaged either during the build or afterwards.

#### **FC24-801 Meetings**

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

- a. Planning and Highways Committee - 7 May 2024.
- b. Finance and Resources Committee – 23 May 2024.
- c. Planning and Highways Committee - 4 June 2024.

#### **FC24-802 Reports**

Members noted the reports received from:

- a. The Clerk
  - **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.
  - **Unsocial behaviour**  
04.06.2024 Bus Stop, opposite the Youth Club, was damaged with graffiti. This was removed the same day.  
07.06.2024 Public Toilets, sink blocked and water left on, creating flooding. This was cleared the same day
  - **Watchhouse Shops**  
22.05.2024 Pavement work completed.
  - **Community Pantry**  
28.05.2024 Meeting held with CHP. Resident did not attend but was forwarded information by email to contact CHP direct.
  - **Outside Bodies committees**  
12.06.2024 CCC advised that The Galleywood Common Liaison Group had disbanded  
20.05.2024 ECC Transport advised that the Council could advertise for a designated transport representative from the community.
  - **Assets of Community Value**  
CCC had confirmed that the nomination of Galleywood Library was successful.
  - **AGAR**  
06.06.2024 Submitted to PKF Littlejohn.



- **Essex Village of the Year**  
29.05.2024 Application submitted to RCCE. Winners are noted @ RCCE | Rural Community Council of Essex (essexrcc.org.uk)
  - **Community Ownership Fund**  
14.05.2024 Communication sent to Galleywood Social Club to advise of funding help available. No response received.
  - **Bank Mandates**  
Changes implemented to remove Cllr Hyland and add Cllr Bonnett
  - **Councillor Vacancy**  
23.05.2024 – 12.06.2024 Advertised Notice of vacancy  
13.06.2024 – 02.07.2024 Advertised Co-option vacancy
  - **Jubilee Park**  
Three benches and a happy to chat plaque had been installed.
  - **Twitten Green**  
TEG had cleared brambles and made benches safe. CCC collected all waste materials free of charge.
  - **Galleywood Showcase**  
Feedback sought and shared with Cllrs.
  - **Neighbourhood Watch Reports**  
Reports had ceased being circulated to the Parish Council due to the Galleywood lead standing down, due to lack of interest from the community. Reports can recommence, providing a link person is nominated.  
**Action:** Cllr McQuiggan to provide a website link to Essex Police 'reports in your area'. Clerk to share this on social media and the Council website.
  - **Litter Pick**  
Booked for 21 and 22 September 2024, 10am -12noon  
**Action:** Members to advise the Admin Assistant of their availability to attend.
- b. Essex County Councillor and Chelmsford City Councillor  
**Action:** ECC to ascertain how to purchase bus shelters through ECC scheme  
Clerk to ascertain the feasibility of donating parish bus shelters back to ECC.
- c. Representatives from The Keene Hall and Galleywood Heritage Centre
- d. Councillor Monthly Surgery – May 2024, Councillors Bonnett and Woolward  
June 2024, Councillors Troop and Woolward

**FC24-803 Annual Parish Meeting**

Members considered the 2024 and 2025 meetings.

**RESOLVED** that:

- a. The Annual Parish Meeting, held on Thursday 11 May 2024 received several questions from residents which were answered by Councillors.
- b. The Annual Parish Meeting for 2025 will be held at Keene Hall on 13 May 2025.

**FC24-804 Action Plan 2024-2025**

Members reviewed the action plan.

**RESOLVED** that the action plan be agreed. Focus would be given for the remainder of 2024/2025 in the following areas:

Planning Highways

- Improve Footpaths – Identify issues and potential solutions
- Improve Street Scene - Maintain and improve Parish Land
- Communicate with Local shops/businesses and CHP – Revive the central garden area



Finance and Resources

- Have an effective website – Maintain a fully accessible and up to date website
- Encourage residents to participate in exercise – Update the footpath map
- Enrich the residents experience of the Christmas Period – Install Christmas motif decorations at Watchouse Shops

**Action:** Clerk to arrange a meeting for Cllrs to discuss the three-year plan.

**FC24-805 Payroll**

Members reviewed the report provided.

**RESOLVED** that James Todd will continue as the payroll provider until March 2027.

**FC24-806 Appointment of Members for Committees and outside Bodies Committees**

Members considered appointing for the following committees:

**RESOLVED** that

- a. Finance and Resources Committee – 1 vacancy  
Cllr Turkentine be appointed
- b. Chelmsford Association of Local Councils Committee – 1 vacancy  
No Cllrs to be appointed
- c. ECC Public Transport Rep – 1 vacancy  
Cllr Turkentine be appointed

**FC24-807 Policy Reviews**

Members reviewed the below policies.

**RESOLVED** to adopt:

- a. Co-option (with no amendments)
- b. Grant Policy (as amended)
- c. Training Policy (as amended, and to replace Training Intent)
- d. Inventory and Asset Policy (new)

There being no further public business to be transacted, the Chairman closed the meeting at 9.03 pm.

Signed Chairman .....

Date:.....

The next Council Meeting is on Thursday 19 September 2024 at 7pm

