

Members of the Council are hereby summoned to attend a **Council Meeting** on **18 July 2024** at 7.00pm in Lodge Room, The Keene Hall, Watchouse Road, Galleywood CM2 8PT for the purpose of transacting the following business. Members of the press and public are welcome to attend.

*K Wilde*

Mrs Kelly Wilde  
Clerk to Galleywood Parish Council  
11 July 2024

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

## **COUNCIL AGENDA** **This meeting will be recorded.**

- FC24-795 Apologies for Absence**  
To receive and approve apologies and reasons for absence.
- FC24-796 Declaring of Interests and Dispensations**  
Members must not participate in any discussion on the matter in which they have declared a Disclosable Pecuniary Interest or other Pecuniary Interest.
- FC24-797 Confirmation of Minutes** (herewith)  
To agree and sign the minutes of the meeting held on 4 June 2024.
- FC24-798 Public Participation Session with respect to Items on the agenda**  
To allow up to 15 minutes for members of the public to make representations.
- FC24-799 Co-option** (herewith)  
To consider appointing from the two applications received.
- FC24-800 Planning Applications**  
To consider the following application(s) received from Chelmsford City Council and submit comments by return.
- a. **24/00731/FUL** Maple House, The Street Galleywood Chelmsford  
New residential dwelling and detached garage.
- FC24-801 Meetings** (herewith)  
To note the following meeting(s) have been held and draft minutes have been circulated:
- 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**  
To receive reports from:
- a. The Clerk (herewith)  
b. Essex County Councillor and Chelmsford City Councillors (to follow)  
c. Representatives from The Keene Hall and Galleywood Heritage Centre (to follow)

- d. Councillor Monthly Surgery – May 2024, Councillors Bonnett and Woolward (herewith)  
June 2024, Councillors Troop and Woolward

**FC24-803 Annual Parish Meeting**

Members to consider and resolve:

- a. Feedback on the Annual Parish Meeting which was held on Thursday 11 May 2024.
- b. To set a date and venue for 2025, between the 1 March and 1 June after 6pm.  
Keene Hall have availability on Thursday 1 May, 8 May, and 29 May 2025.  
Heritage Centre have availability on Tuesday 13 May and 20 May 2025.

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

(herewith)

To review and resolve.

**FC24-805 Payroll**

(herewith)

To review and resolve the report as provided.

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

To consider appointing on the following vacancies:

- a. Finance and Resources Committee – 1 vacancy
- b. Chelmsford Association of Local Councils Committee – 1 vacancy
- c. ECC Public Transport Rep – 1 vacancy

**FC24-807 Policy Reviews**

(herewith)

To review and resolve to adopt:

- a. Co-option (no amendments)
- b. Grant Policy (amendments)
- c. Training Policy (amendments)
- d. Inventory and Asset Policy (new)

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

**GALLEYWOOD PARISH COUNCIL**  
**MINUTES OF THE EXTRAORDINARY COUNCIL MEETING**  
**HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD**  
**on Tuesday 4 June 2024 at 6.00pm**  
**Formal acceptance will take place at the next Full Council Meeting**

**Present:**

Councillors: G Bonnett, A McQuiggan, N Paul, S Troop (Chairman), B Woolward  
 In Attendance: Clerk

Prior to the start of the meeting, the Chairman announced that Cllr Richard Hyland had resigned. Thank you was shared by Councillors for his service on the Council.

- FC24-786 Apologies and Reasons for Absence**  
**RESOLVED** that an apology for absence be accepted for Cllr(s): J Potter, and G Smith
- FC24-787 Declaring of Interests and Dispensations**  
 There were none.
- FC24-788 Public Participation Session with respect to items on the agenda**  
 There were no members of the public.
- FC24-789 Confirmation of Minutes**  
**RESOLVED** that the minutes of the meeting held on 16 May 2024 were a true and accurate account were signed by the Chairman.
- FC24-790 Annual Governance and Accountability Return 2023/2024 (AGAR)**
- a. Annual Governance Statement**  
**RESOLVED** that members approved the Annual Governance Statement for 2023/2024 (Section 1 of the AGAR).
  - b. Accounting Statements**  
**RESOLVED** that members approved the Annual Governance and Accountability Return for 2023/2024 (Section 2 of the AGAR).
  - c.** Members noted the Notice of Public Rights and Publication of the unaudited AGAR will be announced on the 10 June 2023.
- FC24-791 Notice of Casual Vacancy**  
 Members noted that a vacancy had arisen in the office of Parish Councillor by reason of the resignation of Councillor Richard Hyland. A notice had been in place from 23 May 2024 until 12 June 2024 on noticeboards and social media.



**FC24-792 Bank Mandate**

**RESOLVED** that:

- a. Councillor Richard Hyland be removed from all bank accounts.
- b. Councillor Bonnett will be a new signatory on all bank accounts.

**Action:** Clerk to initiate the changes

**FC24-793 Exclusion of the Press and Public**

**RESOLVED** that members 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.

The clerk left the meeting at 6.15pm

**FC24-794 Personnel Matters**

Members considered the report from the Personnel Committee.

**RESOLVED** that a flexible working request as recommended by the Personnel Committee be accepted for the Clerk. The office will be open to the public 9am - 1pm Monday through to Thursday and closed on a Friday with effect from July 2024.

The next Council Meeting is on Thursday 18 July 2024 at 7pm

There being no further public business to be transacted, the Chairman closed the meeting at 6.55 pm.

Signed Chairman .....

Date:.....



## Co-option Application Form

Name:	John Henry Turkentine
Address:	[REDACTED]
Post Code	[REDACTED]
Telephone	[REDACTED]
Mobile	[REDACTED]
Email	[REDACTED]

Are you 18 or over? YES

Please detail any experience you have that may be relevant to Galleywood Parish Council below. (If necessary, please continue on a separate sheet of paper).

Please outline your reasons for wishing to be a councillor.

I have served as a Parish Councillor from 2003 – 2017. I decided not to stand for re-election in order to devote more time and effort as Chairman of Galleywood Heritage Centre, my increasing involvement in running the Sudbury Grammar School Old Boys' Association and to spend leisure time travelling abroad. My wanderlust has now been satisfied and after 52 years the SGSABA has closed, and reduced to an on-line newsletter group.

I now find I have the time to devote to Galleywood Parish.

Please outline any previous community or council work.

See attached sheet.

Please outline any other skills you can bring to the Council.

I have IT skills and experience and home office facilities with an overhead scanner for large bound books and maps up to A2 size. Currently looking into archive scanning of old films, tapes and vinyl Media.

Please outline your interests and recent career history

I retired in 1999 as Quality Assurance Manager at English Electric Valve Co Ltd, now Teledyne e2v  
I have interests in IT, Photography, Engineering, Natural History, Family History, Village life.....see attached my original co-option letter 2003.

Is there any other information you would like to disclose regarding your application? (if necessary, please continue on a separate sheet of paper).

Signed..........Date.....17/06/2024.....

**Please return this form together with the Eligibility Form overleaf by 12 noon on Tuesday 2 July 2024 to:**

Clerk to the Parish Council, Galleywood Parish Council, The Keene Hall, Watchhouse Road,  
Galleywood, Essex CM2 8PT or email to: [clerk@galleywoodparishcouncil.gov.uk](mailto:clerk@galleywoodparishcouncil.gov.uk)



Please outline any previous community or council work.

I first became involved in Community work in 2000-2 as a volunteer photographer for Images of England and part of an interest group to bring to early wireless Broadband to Galleywood.

I was co-opted as a Parish Councillor in 2003 and working on the original Footpaths Map, the ECC P3 volunteering group on footpath clearance and involved in publishing local walks, working with RCCE and Chelmsford Borough Council on the Village Design Statement and Involved in the winning a Best Kept Village 2004.

As Parish Council Chairman led the Lottery Funded Greening Galleywood project, and part of founding members team for the Galleywood Heritage Centre, becoming Chairman and subsequently Honorary President.

During the past years I have served as a committee member of The Keene Hall Charity, Galleywood Historical Society, Galleywood Common Association, the ECC Record Office sponsored Galleywood Oral History project.

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

file

8th June 2003

Dear Ms Head,

I wish to offer myself for co-option onto the Galleywood Parish Council. My recent involvement in the Broadband 4 Galleywood and concurrently as a steering committee member of the Village Design Statement Association has given me a wider understanding of the needs of this community. I have lived in Barnard Road for the last 30 years, and I am now able to contribute my time, listening to resident's comments and complaints and by drawing on my accumulated experiences help them maintain the village character and improve services to this lively community.

I am not originally from Essex, being born in Diss, Norfolk in 1938, growing up and attending school in Sudbury, Suffolk, I am very much a country boy at heart. Upon leaving school in 1955 I started an apprenticeship with Crompton Parkinson in Writtle Road, lodging with an aunt. Having married in 1963 we first set up home on the Moulsham Lodge estate. I transferred to English Electric in 1968, moving my family to Galleywood in 1972. I took early retirement in 1999 and tragically lost my wife some ten months later. My Son lives in Chelmsford and my Daughter in Maldon, who between then have produced five Grandchildren to date.

My working life has been in Electrical/ Electronic Engineering and from 1983 as Quality Assurance Manager, latterly responsible for product safety and specifically the interpretation of requirements and performance testing for compliance to EU directives and other worldwide specifications. Since losing my wife I have become an active member of the Norfolk, Suffolk and Essex Family History Societies, the Essex branch of the Historical Society, Historic Buildings Group, a volunteer photographer for Images Of England (part of English Heritage) and a member of St Michaels Church. I can provide contact details of referees for character references should this be required.

Yours, sincerely

John H Turkentine

J

Ms Jane Head  
Clerk to the Parish Council  
Keene Hall  
Galleywood



# Galleywood Parish Council

## Co-option Eligibility Form



1. In order to be eligible for co-option as a Galleywood Parish Councillor you must be a British Citizen, or a Citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. **Please indicate the qualifications which apply to you.**

- ☒ I am registered as a local government elector; and
- ☒ I have during the whole of twelve months on the relevant date resided in the parish or within 3 miles (4.8km) of it; or
- ☒ I have during the whole of twelve months, occupied as owner or tenant, land or other premises in the parish; or
- ☒ My principal or only place of work during those twelve months has been in the parish. or
- ☒ I have during the whole of twelve months resided in the parish or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) holds any paid office or employment of the local council (other than the office of Chairman) or of a joint Committee on which the Council is represented; or
- b) is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:-

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged.
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part.
- iii. If the person is discharged without such a certificate.

In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively. In (iii), it ceases on the expiry of five years from the date of the discharge.

I (name) JOHN HENRY TURKENTINE hereby confirm that I am eligible to apply for the vacancy of Galleywood Parish Councillor and the information given on this form is a true and accurate record.

Signed..... [Signature] Date..... 17/06/2024



## Co-option Application Form

Name:	Jayne Owles
Address:	[REDACTED]
Post Code	[REDACTED]
Telephone	[REDACTED]
Mobile	[REDACTED]
Email	[REDACTED]

Are you 18 or over? YES

Please detail any experience you have that may be relevant to Galleywood Parish Council below. (If necessary, please continue on a separate sheet of paper).

Please outline your reasons for wishing to be a councillor.

As I am currently secretary with Galleywood youth football club and Chair of the Galleywood Management Committee I feel I could bring connections to the youth of Galleywood to the parish council

I am passionate about engaging youth into sport and giving them a sense of purpose and would be a champion for youth engagement

I want only the best for the residents of this village so would engage with the community and try to help where possible.

I am a strong advocate of being involved in your local community and feel Galleywood

Please outline any previous community or council work.

I currently work as a sales manager remotely so based at home.  
I have worked within the craft industry for many years and have been both a buyer and worked in sales.

I am interested in football (support West Ham) enjoy the theatre and concerts.

Please outline any other skills you can bring to the Council.

Please outline your interests and recent career history

Is there any other information you would like to disclose regarding your application? (if necessary, please continue on a separate sheet of paper).

Signed.....jowles.....Date.....2/7/2024.....

**Please return this form together with the Eligibility Form overleaf by 12 noon on Tuesday 2 July 2024 to:**

Clerk to the Parish Council, Galleywood Parish Council, The Keene Hall, Watchouse Road, Galleywood, Essex CM2 8PT or email to: [clerk@galleywoodparishcouncil.gov.uk](mailto:clerk@galleywoodparishcouncil.gov.uk)

# Galleywood Parish Council



## Co-option Eligibility Form

1. In order to be eligible for co-option as a Galleywood Parish Councillor you must be a British Citizen, or a Citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below.

**Please indicate the qualifications which apply to you.**

- ☐ I am registered as a local government elector; and
- ☐ I have during the whole of twelve months on the relevant date resided in the parish or within 3 miles (4.8km) of it; or
- ☐ I have during the whole of twelve months, occupied as owner or tenant, land or other premises in the parish; or
- ☐ My principal or only place of work during those twelve months has been in the parish, or
- ☒ I have during the whole of twelve months resided in the parish or within 3 miles of it.

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- a) holds any paid office or employment of the local council (other than the office of Chairman) or of a joint Committee on which the Council is represented; or
- b) is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- c) has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- d) is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:-

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged.
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part.
- iii. If the person is discharged without such a certificate.

In (i) and (ii) above, the disqualification ceases on the date of the annulment and discharge respectively. In (iii), it ceases on the expiry of five years from the date of the discharge.

I (name).....Jayne Owles..... herby confirm that I am eligible to apply for the vacancy of Galleywood Parish Councillor and the information given on this form is a true and accurate record.

**GALLEYWOOD PARISH COUNCIL**  
**MINUTES OF THE PLANNING AND HIGHWAYS MEETING**  
**HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD**  
**on Tuesday 7 May 2024 at 7.00pm**  
**Formal acceptance will take place at the next Committee Meeting**

**Present:**

Councillors: G Bonnett, A McQuiggan (Chairman), N Paul, S Troop, and B Woolward  
 In attendance: Admin Assistant

**PH24-548 Apologies and Reasons for Absence**

**RESOLVED** that an apology of absence was received and accepted from Councillor(s): Smith and Potter

**PH24-549 Declaring of Interests and Dispensations**

There were none.

**PH24-550 Public Participation Session with respect to items on the agenda**

There were none.

**PH24-551 Confirmation of Minutes**

**RESOLVED** that the minutes of the meeting held on 2 April 2024 were a true and accurate account were signed by the Chairman.

**PH24-552 The Clerk's Report**

Members noted the Clerk's report on:

- **Parish Map**  
Cllr AM agreed to forward the finalised map to Clerk by 04.03.2024 – Still outstanding
- **CHP - Maintenance Watchhouse Shops**  
On hold
- **Fly tipping – Rignals Lane**  
Public Health and Protection Services contacted to request that fly tipping notices be erected outlining the penalties.
- **Bus Stop – Barnard Road**  
Further damage has occurred, with another panel being broken. This has been made safe and removed completely. The light is also not working inside the shelter. ECC recommend that this is checked and assess by a qualified electrician.  
A full update on ECC tender for Bus Shelters and the process for requesting new or replacement bus shelters will be received in the coming weeks.  
**Action:** To await ECC processes
- **Planning Enforcement**  
Contacted the team to pursue matters further in relation to 22/00297/ENFB. CCC have advised, as the use of the building is unlikely to be contrary to local planning policy, it would not be in the public interest, nor proportionate, to



commence formal enforcement action. As such, they will not be pursuing this matter. However, the enforcement case remains open, pursuing the removal of the storage container.

**Action:** Councillors to visit the site to ascertain outstanding issues.

- **Delegated Authority**

Planning Application 24/00260/FUL 8 Badgers Close Galleywood  
Comments of no objection were submitted to CCC on 30.04.2024.

**PH24-553 Planning Applications**

To consider the following application(s) received from Chelmsford City Council and submit comments by return.

- a. **24/05061/TPO** - Galleywood Footpath Rear of Cannon Leys Galleywood  
G1 x1 blackthorn - Reduce height by 4m max - Damage to property and dangerous.  
**RESOLVED** that Galleywood Parish Council has no objection to this application.
- b. **24/05068/TPO** - Willow Lodge, Lower Green Galleywood Chelmsford  
T2 - Willow Tree - Fell within 6 months and replant with suitable replacement.  
**RESOLVED** that Galleywood Parish Council has no objection to this application.
- c. **24/00575/LBC** - 27 The Street Galleywood Chelmsford Essex  
Description of works: Reduce width of ground floor bathroom window. Form new external doorway. Reconfigure bathroom area.  
**RESOLVED** that Galleywood Parish Council has no objection to this application.

**PH24-554 Planning Decisions - Chelmsford City Council**

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

- a. **24/00178/FUL** - 8 Signals Lane  
Single storey rear extension pitched roof side dormer and replacement front windows and new front canopy. **Granted.**
- b. **23/01653/FUL** - Unit and Yard 8 At Five Tree Works Bakers Lane Retrospective change of use from storage and distribution (Use Class B8) to mixed-use storage and distribution (Use Class B8) and provision of education (Use Class F1(a)).  
**Refused.**
- c. **24/00116/FUL** - 2 Skinners Lane  
Retrospective application for replacement of brick wall with a wooden fence.  
**Granted.**
- d. **24/00171/ADV** - 2 Skinners Lane,  
Retrospective application for the display of an internal TV screen in the window and external illuminated display sign on the front and side elevations. **Granted.**
- e. **24/00291/FUL** - 6 Walters Close  
Single storey rear extension and porch to side elevation. Addition of roof lights.  
**Granted.**
- f. **24/00273/FUL** - 3 Pyne Gate  
Single storey rear extension. **Granted.**

**PH24-555 Planning Enforcement Notices**

Members noted the report provided.



**PH24-556 South Essex Parking Partnership (SEPP)**

- a. Members noted the March 2024 report provided
- b. Members noted THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.56) ORDER 2024 had been made and a Public Notice will appear in the Essex Chronicle on Thursday 25th April 2024. The Order will come into effect on Monday 27th May 2024.

**PH24-557 Public consultation 2024 - Norwich to Tilbury**

Members noted the statutory public consultation on proposals for Norwich to Tilbury will run for 10 weeks from Wednesday 10 April, closing at midnight on Tuesday 18 June 2024.

**Action:** Councillors encouraged to comment individually.

**PH24-558 Dog Bin**

Members considered a resident request for a dog bin to be placed at Footpath 76, Signals Lane.

**RESOLVED that:**

- a. CCC/Councillors to monitor and report on usage of dog bin 3, for next 4 weeks.
- b. Cost be sought to relocate existing dog bin 3, at Pavitt Meadow/Ponds Road
- c. Cost be sought to purchase a new dog bin

There being no further public business to be transacted, the Chairman closed the meeting at 7.18pm

Signed Chairman .....

Dated .....

**GALLEYWOOD PARISH COUNCIL**  
**MINUTES OF THE FINANCE AND RESOURCES MEETING**  
**HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD**  
**on Thursday 23 May 2024 at 7.00pm**  
**Formal acceptance will take place at the next Committee Meeting**

**Present:**

Councillors: A McQuiggan, N Paul (Chairman), C Shreeve, and S Troop  
 In attendance: Clerk

- FR24-342      Apologies for Absence**  
 It was noted that Cllr Hyland had resigned from the Council.  
**RESOLVED** that an apology for absence be accepted for Cllr(s): G Bonnett and G Smith.
- FR24-343      Declaring of Interests and Dispensations**  
 There were none.
- FR24-344      Public Participation Session with respect to items on the agenda**  
 There were no members of the public.
- FR24-345      Confirmation of Minutes**  
**RESOLVED** that the minutes of the meeting held on 28 March 2024 be approved as a correct record and signed by the Chairman.
- FR24-346      Clerk Report**
- **Delegated authority**  
 Clerk emailed members to confirm that Clerk has delegated authority to authorise bank transfers
  - **Community Infrastructure Levy**  
 29.02.2024 Emailed NP/ST/CS to arrange Informal meeting – Awaiting response
  - **ECC Public Health Bids Grants Programme**  
 10.04.2024 Expression of interest form circulated to Cllrs for assistance – No responses received, therefore form not submitted.
  - **Defibrillator and Bleed Bag**  
 See agenda item 24-349
  - **Office Equipment**  
 See agenda item 24-350
- FR24-347      Financial**  
**RESOLVED:** that items a. to d. be approved:
- a. Bank Reconciliations for March 2024 and April 2024
  - b. Council Detail report for April 2024
  - c. List of Payments for March 2024 £18499.95 and April 2024 £15729.73
  - d. Earmarked and CIL Reserves



- Members noted:
- e. Bank Transfer of £10,000 had been made on 19 April 2024  
£1,000.00 had been made on the 25 April 2024  
£50,000 had been made on the 2 May 2024  
£12,166 had been made on the 15 May 2024
  - f. In line with Financial Regulation 2.2, Councillor Shreeve verified all Parish Councils bank account reconciliations for January, February, and March 2024 on the 15 April 2024.

**FR24-348 Youth Club**  
Members noted the Jan – April 2024 report provided.  
**Action:** Clerk to request Youth Club Manager to include attendance figures in future reports.

**FR24-349 Defibrillators/bleed bags**  
Members considered the report provided.  
**RESOLVED** that a recommendation will not be made to Full Council to purchase a Defibrillator and bleed bag to be sited outside the Scout Hut due to the close proximity of others in the village.

**FR24-350 Office Equipment**  
Members considered the report provided  
**RESOLVED** that:  
a. Telephone and Broadband systems - Further investigations to be made with BT and LIS (IT provider) and brought back to 25 July meeting.  
b. PDF PRO - Further investigations to be made with LIS (IT provider) and brought back to 25 July meeting.

There being no further public business to be transacted, the Chairman closed the meeting at  
7.40pm

Signed Chairman .....

Dated .....

**GALLEYWOOD PARISH COUNCIL**  
**MINUTES OF THE PLANNING AND HIGHWAYS MEETING**  
**HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD**  
**on Tuesday 4 June 2024 at 7.00pm**  
**Formal acceptance will take place at the next Committee Meeting**

**Present:**

Councillors: G Bonnett, A McQuiggan (Chairman), N Paul, S Troop, and B Woolward  
 In attendance: Clerk

**PH24-559 Apologies and Reasons for Absence**

**RESOLVED** that an apology for absence be accepted for Cllr(s): J Potter and G Smith.

**PH24-560 Declaring of Interests and Dispensations**

There were none.

**PH24-561 Public Participation Session with respect to items on the agenda**

There were no members of the public.

**PH24-562 Confirmation of Minutes**

**RESOLVED** that the minutes of the meeting held on 7 May 2024 were a true and accurate account were signed by the Chairman.

**PH24-563 The Clerk's Report**

Members noted the Clerk's report on:

- **Parish Map**  
Cllr AM agreed to forward the finalised map to Clerk by 04.03.2024 – Still outstanding
- **CHP - Maintenance Watchhouse Shops**  
Agenda item
- **ECC tender for Bus Shelters**  
Awaiting updates
- **The Spinney**  
TEG have advised that they had planned to inspect the dipping platform in May but the water table is still too high to get access. They will arrange an inspection as soon as possible.
- **Dog Bin**  
Agenda item
- **ECC Salt Bag Scheme**  
29.05.24 requested Salt to be delivered later in the year. A one tonne wrapped pallet made up of individual 25kg bags for use by the community on the local highway.
- **Galleywood Common**  
Resident requested that another bin be installed.



**Action:** Clerk to contact CCC to reinstate a second dog bin at the Common, and consider a lid for the dog bin near the Horse and Groom.

**PH24-564 Planning Applications**

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

- a. **24/00654/FUL** - 9 The Limes Galleywood  
Single storey rear extension  
**RESOLVED** that Galleywood Parish Council has no objection to this application.
- b. **24/05079/TPO** - 19 Rous Chase Galleywood Chelmsford Essex  
Description of works: T17 Oak (T1 on map) - Reduce by up to 2.5 metres all over as previous, crown thin by max 25% and remove any deadwood. Reason: To promote good arboricultural practice and safeguard the existing tree.  
**RESOLVED** that Galleywood Parish Council has no objection to this application.
- c. **24/00699/FUL** 1 Chaplin Close Galleywood Chelmsford Essex  
Description of works: Two storey rear extension.  
**RESOLVED** that Galleywood Parish Council has no objection to this application.

**PH24-565 Planning Decisions - Chelmsford City Council**

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

- a. **24/05061/TPO** Footpath rear of Cannon Leys  
G1 x 1 Blackthorn – reduce height by 4m max – Damage to property and dangerous. **Granted.**
- b. **24/00404/FUL** - Sheringham, Birches Walk, Galleywood  
Garage conversion including raising roof, replacement of conservatory with habitable room, single storey extension replacing conservatory, new pergola structure and pitched roof detached garage **Granted.**
- c. **24/00260/FUL** – 8 Badgers Close  
Single storey extension- **Granted.**
- d. **24/05068/TPO** - Lower Green, Willow Lodge  
T2 - Willow Tree - Fell within 6 months and replant with suitable replacement **Granted.**

**PH24-566 Planning Appeal Notifications – Chelmsford City Council**

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

- a. **23/00205/OUT** Land Adjacent Newells Slades Lane Galleywood  
Outline planning application (all matters reserved) relating to the proposed erection of 2 to 4 self-build dwellings. **Appeal has been dismissed**

**PH24-567 Planning Enforcement Notices**

Members noted the April report provided.

**PH24-568 South Essex Parking Partnership (SEPP)**

Members noted the April report provided.

**PH24-569 Public consultation 2024 – Review of the Local Plan**

Members noted that CCC is at the next stage in the Review of the Chelmsford Local Plan and is to consult on the Preferred Options Local Plan (Regulation 18).

The consultation is open for comments from 10am on Wednesday 8 May 2024 to 4pm on Wednesday 19 June 2024.

Read and comment on the documents at

[www.chelmsford.gov.uk/planningpolicyconsult](http://www.chelmsford.gov.uk/planningpolicyconsult)

All comments will be used to inform the next stage of the process, the Pre-Submission Local Plan. CCC plan to consult on this in 2025.

**PH24-570 Dog Bin**

Members considered to relocate a dog bin from Pavitt Meadow to nearer Footpath 76 in Signals Lane.

**RESOLVED** that resident's views would be sought via social media for one month. Comments received will be brought back to the 2 July committee meeting for consideration.

**Action:** Clerk to place a Poll on social media for residents to complete.

**PH24-571 Watchhouse Shop area**

Members considered if a recommendation would be made to Full Council to formally take over the maintenance of Watchhouse Shop flower beds.

**RESOLVED** that:

- a. TEG to be asked if they have capacity to provide volunteers on a weekly/fortnightly basis to enable the five flower beds to be kept neat and tidy, throughout the year, at no cost. A maintenance plan proposal will be required by the committee by 2 July.
- b. CHP to be requested permission for:
  - TEG to maintain the five flower beds under the direction of the Parish Council.
  - Plaques to be placed in the flower beds to promote possible sponsorship of flowers.

**Action:** Clerk to contact TEG and CHP

There being no further public business to be transacted, the Chairman closed the meeting at 7.34pm

Signed Chairman .....

Dated .....



## Clerk's Report - Full Council 18 July 2024

Item	Action Taken and outcome	Date Note Closed
Community Special Constables	Ongoing publicity using the Parish Council website, social media, and noticeboards.	Ongoing
Training	Calendar available on SharePoint for councillors <a href="#">Training Available from EALC</a> - Clerk to be advised of any training needs.	Ongoing
Office Communication	Regularly sent out to members, items relating to Galleywood.	Ongoing
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. (Photos attached)	18.07.2024
Watchhouse Shop	22.05.2024 Pavement work completed.	18.07.2024
Community Pantry	28.05.2024 Meeting held with CHP. Resident DNA but was forwarded information by email to contact CHP direct.	18.07.2024
Outside Bodies committees	<b>The Galleywood Common Liaison Group</b> 12.06.2024 CCC advised that this group has been disbanded since COVID <b>Public Transport Rep</b> 20.05.2024 ECC Transport advised we can advertise for a designated transport representative from the community	18.07.2024
Assets of Community Value	CCC will advise of decision on 12.07.2024.	
AGAR	06.06.2024 Submitted to PKF Littlejohn	
Essex Village of the Year	29.05.2024 Application submitted to RCCE. Winners are noted @ <a href="#">RCCE   Rural Community Council of Essex (essexrcc.org.uk)</a>	
Community Ownership Fund	14.05.2024 Communication sent to Galleywood Social Club to advise of funding help available. No response received.	
Bank Mandate	03.06.2024 Bank mandate changes made to remove Cllr Hyland. 13.06.2024 to add Cllr Bonnett	
Notice of Councillor Vacancy/Co-option	23.05.2024 - 12.06.2024 Advertised Notice of vacancy 13.06.2024 - 02.07.2024 Advertised Co-option vacancy	

24-802.a



**Saturday Councillor Surgery**  
**25<sup>th</sup> May 2024**  
**Report from Cllrs Woolward & Bonnett**

On his way out of the library, a Great Baddow resident asked about the street lighting that was not working on the stretch of road between Dorset Avenue & Barn Mead.

Fortunately, following Cllr McQuiggan's ECC report at our last full council meeting we were able to advise him of the UKPN situation with the street lights. No further action required.

---

Galleywood Parish Council

Councillor Surgery Saturday 29<sup>th</sup> June 2024

10am – 12 Noon

Attended by Cllr S Troop and Cllr B Woolward

Only one resident attended the surgery

- On Galleywood Road by Pipers Tye, brambles on pathway need to be cut back
- Streetlights are not working between Pipers Tye down to Dorset Avenue

Report to Galleywood Parish Council

KW/18 July 2024

### **Action Plan**

Members are aware that informal meetings have taken place to discuss the Action Plan format and priorities for the year.

Members to consider and agree the Action Plan and prioritise in relation to urgency.

Members to also consider the need to review and revise the 3 year forward plan which is due to expire in 2025. This was initially adopted in October 2022.

### **Clerks comments**

Council may wish to consider a way that the council can achieve some measurement of the effectiveness of their Strategies. Maybe an independent organisation could be brought in to gauge the success of the plan once in the lifetime of each council, this would then inspire greater confidence to proceed. Council may wish to budget if considered.



# Appendix 1

## Galleywood Parish Council

### ACTION PLAN 2024-2025 - (Financial Year not Calendar Year)

GPC - Galleywood Parish Council; RCT - Essex County Council; LIP - Local Highway Panel; CCC - Chelmsford City Council; CDP - Chelmer Housing Partnership

Priority	Comments	SUBJECT / OBJECTIVE	STRATEGY	ACTION	OUTCOME	Notes	Cost 2024-25	Cost 2025-26	Cost 2026-27	End date
		<b>ROAD SAFETY: OBJECTIVE</b> To make improvements and provide safer roads and footpaths in a number of identified areas of Galleywood								
			Improve parking	parking - identify parking issues and potential solutions. Liaise with CDP re Watchhouse Road shopping area	Improved parking	Withoutout to take place in Spring 2024. Current problems to be reported to ECC Cllr AM	£0.00	£0.00	£0.00	ONGOING
			Improve parking	parking - identify parking issues and potential solutions. Liaise with Essex Police with pavement parking problems and inappropriate parking in Armistead Way, Kease Way, Barnard Road, Wolf Lane.	Improved parking	Withoutout to take place in Spring 2024. Current problems to be reported to ECC Cllr AM	£0.00	£0.00	£0.00	ONGOING
			Improve parking	parking - identify parking issues and potential solutions. Engage with residents and identify and submit schemes to LIP.	Improved parking	Withoutout to take place in Spring 2024. Current problems to be reported to ECC Cllr AM	£0.00	£0.00	£0.00	ONGOING
			Improve footpaths	footpaths and roads - identify issues and potential solutions. Maintain pressure to improve surfaces, areas of concern are reinforced and reported to the appropriate agencies	Improved footpaths	Withoutout to take place in Spring 2024. Current problems to be reported to ECC Cllr AM	£0.00	£0.00	£0.00	ONGOING
		<b>PUBLIC TRANSPORT: OBJECTIVE</b> Encourage the increased use of public transport and transport links.								
			Appoint a Cllr at Annual Council Meeting	A Parish Council representative is appointed as Essex County Council's Transport Reps. Monitor effectiveness of public transport in Galleywood.			£0.00	£0.00	£0.00	ONGOING
		<b>ENVIRONMENTAL ISSUES: OBJECTIVE</b> Galleywood Parish Council will seek to improve the environment and facilities in the village.								
			improve issues with litter	Annually take part in CCC Love Your Parish Days.	Keep the village looking clean and tidy		£0.00	£0.00	£0.00	ONGOING
			improve issues with litter	Spring and Autumn Community Litter Pick.	Keep the village looking clean and tidy		£0.00	£0.00	£0.00	ONGOING
			improve issues with litter	Employment of 3 Village Wardens to Urban Pick.	Keep the village looking clean and tidy		£0.00	£0.00	£0.00	ONGOING
			to improve the street scene	Planting additional trees, shrubs and flowers. Locations to be agreed	Enhance the village and improve the street scene	Costs to be determined for individual schemes to be funded by CIL	£0.00	£0.00	£0.00	To discuss
			to improve the street scene	To keep the hedges clean and in good condition. Clearing to be determined by Cllr Potter	Keep the village looking clean and tidy	Withoutout to take place in Spring 2024 to be funded by CIL				To discuss
			to improve the street scene	To keep the bus shelters clean and in good condition. Cleaning completed regularly by Village Attendant	Keep the village looking clean and tidy	Withoutout to take place in Spring 2024 to be funded by CIL				To discuss
			to improve the street scene	To keep the benches clean and in good condition. Complaints and an when required by Village Attendant	Keep the village looking clean and tidy	Withoutout to take place in Spring 2024 to be funded by CIL	£500.00	£500.00	£500.00	To discuss
			to improve the street scene	GPC maintain the War Memorial at the Scire Hall, and the Village Signs in Watchhouse Road & Pipers Tye. Completed annually by the Village Attendant	Keep the village looking clean and tidy					ONGOING
			to improve the street scene	To maintain and improve the parish land at The Spenser. Monthly grass cut by contractor	Keep the village looking clean and tidy	to be funded by CIL	£1,118.00	not to fund	7,000.00	ONGOING
			to improve the street scene	To maintain and improve the parish land at The Spenser. Annual clearing of vegetation to take place by TCC. Regular review of the condition of the clipping paths and walkways	Keep the village looking clean and tidy		£500.00	£500.00	£500.00	To discuss

Approved 20 October 2022

# Galleywood Parish Council

	PAH	to improve the street scene	To maintain and improve the parish land at Twitten Green.	Keep the village looking clean and tidy		£1,000.00			To decide
	PAH-1	To discourage dog fouling	Review the condition of current dog bins.	Keep the village looking clean and tidy	to be funded by CIL		£400.00	£400.00	Q42019Q1
	PAH-1	To discourage dog fouling	Review the distribution of current dog bins.	Keep the village looking clean and tidy		£0.00	£0.00	£0.00	Q42019Q1
	PAH-1	To discourage dog fouling	Annual maintenance charge for emptying bin	Keep the village looking clean and tidy	to be funded by CIL	£100.00	£100.00	£100.00	Q42019Q1
	PAH-1	To discourage dog fouling	Regularly communicate to residents in Galleywood/Whitby	Keep the village looking clean and tidy		£0.00	£0.00	£0.00	Q42019Q1
	PAH-1	To continue to provide Public Conveniences	To continue to liaise with DCC to maintain cleaning services. Provide consumables and utilities.	provide good quality 24/7 facility	to be funded by CIL	£2,500.00	plus 5%	plus 5%	Q42019Q1
	PAH-1	To continue to provide Public Conveniences	To refurbish as necessary to maintain good quality facilities.	provide good quality 24/7 facility	50%	£1,000.00	£1,000.00	£1,000.00	Q42019Q1
	PAH-1	Rolling programme to refurbish or replace the current bus shelters	On hold - awaiting the outcome of DCC proposal to replace all bus shelters.	provide better facilities for residents and improve the environment		£0.00	£0.00	£0.00	Q42019Q1 until Mar 2020



# Galleywood Parish Council

	ENGAGEMENT : OBJECTIVE To strive consistently to improve engagement across the parish.							
	P&R	Promote Council activities.	Hold AGM, providing reports on financial business and events taking place during the year. Continue to use local media and GPC website.	raise awareness of the Council and its activities	£150.00	£150.00	£150.00 (M 001M6)	
	P&R	Communicate with Local shops, Businesses and CIP	Work with CIP to revive the central garden community area.	provide a better shopping experience	£0.00	£0.00	£0.00 (M6G1M6)	
	NSR	To maintain a social office and banding hub in the parish.					(M0001M6)	
	P&R	To continue with Youth engagement	To continue with current Youth Club provision	Young people of Galleywood to be engaged positively with the community	£7,345.00	plus 5%	plus 5% (M6G1M6)	
	NSR	To continue with Youth engagement	To establish the need for a Youth Council in 2020	Young people of Galleywood to be engaged positively with the community			04-HOLD until 2020	
	P&R	To continue to maintain communication with Local clubs and voluntary groups.	Encourage local groups to apply for the Grants Scheme.	Support local groups financially	£2,000.00	£2,000.00	£4,000.00 (M6G1M6)	
	P&R	To continue to maintain communication with Local clubs and voluntary groups.	Maintain a local directory of local groups and associations on the Council's website and in the Greenline magazine. Publish through the Greenline magazine, Social media and personal contacts.	Residents aware of local activities available.	£6.00	£0.00	£0.00 (M6G1M6)	
	PC	To improve CIP engagement	To continue monthly with Councilor Surgeries. To continue to publish on social media, Greenline and website.	Improved CIP engagement	£0.00	£0.00	£0.00 (M6G2M6)	
	P&R	To improve Council engagement	To communicate with residents through the Greenline magazine four editions a year. To include editorials and information received from groups, associations and individual residents and deliver to every household in the parish.	Residents kept fully informed	£0.00	£0.00	£0.00 (M6G2M6)	
	NSR	To have an effective website	To continue to maintain fully accessible and up to date website. To review current website and make necessary changes to ensure compliance.	To provide a user friendly complete website	?	?	?	To 2020
	P&R	To provide a range of events for residents that are inclusive to all.	To organise events such as Senior Citizens Christmas Lunch/Reverence service/Hay in the Park.	To financially support the community to engage and attend events that are inclusive to all.	£7,985.00	plus 5%	plus 5%	
	P&R	To update noticeboard when required.	Annual maintenance	Monitor the appearance of noticeboards.	£200.00	£0.00	£0.00 (M6G2M6)	
	P&R	To improve access to be inclusive to all	To source alternative ground floor accommodation to provide better access.	To make the Council more visible and accessible to all.	£8,351.00	plus 5%	plus 5% (M6G2M6)	







**Report to Galleywood Parish Council****KW/July 2024****Payroll Services**

Members to consider payroll services and resolve the preferred payroll provider until 2026/2027.

The Clerk was tasked with sourcing costs of alternative payroll providers, which were detailed at the meeting held in April - FC24-755.

A further request was made for the Clerk, to contact James Todd to see if costs could be reduced for Payroll Services 2024-2025.

James Todd have confirmed that they are able to reduce costs from £691 to £540 for 2024-2025 and are happy to freeze this proposed fee until April 2027.

**Clerks comments**

If fees do not increase in future years for all three companies, and they were used for three years:

James Todd works out the most cost effective £1620

Live Pay works out slightly higher at £1685 (£725 in the first year/£480 thereafter)

Highland Payroll works out most expensive £1770 (£630 in the first year and £570 thereafter)



## Co-option Policy

	Date	Minute Reference	Amended
<b>Adopted:</b> (2 year review)	August 2020		New
<b>Reviewed:</b>	August 2022	FR22-209	No
	July 2024	FC24-807a	No
<b>Next Review</b>	July 2026		

1. In the event of a casual vacancy (see below for reasons for a casual vacancy occurring) being deemed to have occurred on the Parish Council, the Clerk will declare that such a vacancy exists without recourse to a meeting of the Parish Council or Committee.
2. The Clerk will notify the Electoral Services at Chelmsford City Council and will publicly display a Notice of Vacancy. In the case of a casual vacancy occurring due to death, the notice may be delayed for a respectful period.
3. If a casual vacancy arises within 6 months of the day when the Councillor whose office is declared vacant would ordinarily have retired, then no bye-election may be demanded. As the Parish Council is permitted to either advertise the vacancy for co-option or to leave the office vacant until the date of the next ordinary election, the Parish Council will be asked at its next suitable meeting which option it wishes to pursue.
4. If, in the period of time required by legislation following the publication of the Notice of Vacancy (at present 14 working days) the Returning Officer at the City Council receives 10 letters from electors claiming a bye-election, the election process will commence, and a bye-election will take place 60 days of the notice of vacancy. The City Council will make all the necessary arrangements for such a bye-election.
5. If the Returning Officer does not receive 10 letters from electors calling for an election to be held, then the co-option procedure will commence with step 6.
6. It is required that the vacancy be filled as soon as practicable after the expiry of the notice period in step 4 above and the Clerk will normally invoke this procedure without further recourse to a meeting of the Parish Council or Committee.
7. The vacancy to be filled by co-option will be advertised on the Parish Council's noticeboards, website, and social media within 21 days of the end of the time for the notice period in step 4. The co-option advertisement notice will give interested parties 14 working days to notify the Parish Council that they wish to be considered for co-option.
8. All candidates will be expected to put their request for consideration in writing with a summary about themselves, which may include reasons for wishing to be a councillor; previous community or council work; any other skills they can bring to the Council; their interests and recent career history. Redacted statements will be provided with the Parish Council agenda.

All candidates must also confirm their eligibility for the position within the statutory rules outlined in the Co-option Application Form.

9. Candidates found to be offering inducements of any kind to members or officers of the Parish Council will be disqualified.
10. Applications for co-option will be considered by the next suitable meeting of the Parish Council, following the expiry of the co-option advertisement notice.
11. Candidates will be expected to make every effort to attend the meeting at which the Parish Council proposes to appoint the co-opted member.



12. Discussion about the applications will take place in Council session without intervention from the candidates or public.
13. A vote will then be taken, and all candidates will be considered.
14. If there is more than one candidate, the candidate with the least number of votes cast will be deleted and the vote taken again until the number of candidates equals the number of vacancies. The successful candidate(s) must have received an absolute majority vote of those present and voting.
15. The Parish Council reserves the right not to make a co-option.
16. Candidates will be furnished with a full agenda of the meeting at which they are to be considered for appointment. The successful candidate(s) will be appointed and sign their Declaration of Acceptance of Office and can act as a Councillor in line with the normal election procedures.
17. The Register of Member's Interest will then be completed within 28 days and a copy provided to the Monitoring Officer at Chelmsford City Council. The newly appointed Councillor will be provided with an induction pack to include the Code of Conduct, Standing Orders and Financial Regulations of the Council.

Reasons for a casual vacancy:

- a) When a councillor fails to make the declaration of acceptance of office within the proper time
- b) When a notice of resignation is received
- c) On the day of his/her death
- d) In the case of disqualification under the Audit Commission Act 1998 or under the Local Government Act 2000 s79 or by virtue of a conviction on the day when either the time for appeal or application for relief expires, or such appeal or application is dismissed or abandoned
- e) In the case of an election being declared void, upon the date of the report or certificate of the election court
- f) Where a person ceases to be qualified or becomes disqualified for any reason other than conviction or order, or is persistently absent from meetings, upon the date when the office is declared vacant by the High Court or Council as the case may be.



## Grant Policy

	Date	Minute Reference	Amended
<b>Adopted:</b> (Reviewed annually)	Sept 2020	FR20-77	New
<b>Reviewed:</b>	Sept 2021	FR21-134	No
	Aug 2022	FR22-206	No
	July 2023	FR23-290	Yes
	July 2024	FC24-807 b	Yes
<b>Next Review</b> (4 year review)	July 2028		

## **1. PURPOSE**

- 1.1 The purpose of the Galleywood Parish Council Grant is to encourage and assist Clubs/Organisations/Societies/Associations (hereinafter called Applicants) to carry out activities for the benefit of Galleywood parishioners.
- 1.2 The Galleywood Parish Council Grant is not intended as a substitute for fund raising by Applicants, but to assist where fund raising is difficult.
- 1.3 The Galleywood Parish Council Grant is not intended to build up reserves.
- 1.4 A grant may also be awarded for the commencement of an activity.
- 1.5 Where a grant has been awarded for a specific project, Galleywood Parish Council reserves the right to request sight of invoices before the final grant is paid.
- 1.6 A grant may be requested by community groups facing unexpected emergencies at any time of the year. In these instances, deadline dates will not be applicable.

## **2. APPLICANT**

- 2.1 Applicants should be voluntary, non-profit making and non-commercial businesses, with a minimum of 50% members residing in the parish of Galleywood.
- 2.2 Accounts for the previous year must be submitted with the completed grant application form. These must include a balance sheet showing year end reserves.
- 2.3 Applicants must clearly demonstrate how the grant will be of benefit to parishioners of Galleywood.
- 2.4 The Applicant is required to have a bank account in its own name.

## **3. RESTRICTIONS**

- 3.1 Grants will not be awarded to Applicants who have significant financial reserves unless the excess reserves can be clearly identified as designated for specific projects.
- 3.2 Grants will not be awarded to Applicants who will pass the grant on to another organisation or charity as a grant from themselves.

## **4. PROCESS**

- 4.1 In September of each year, posters will advertise that grant application forms are available in respect of the next financial year. Forms can be obtained from the Clerk or can be downloaded from [www.galleywoodparishcouncil.gov.uk](http://www.galleywoodparishcouncil.gov.uk).
- 4.2 The deadline for receipt of completed Application Forms will be clearly specified and must be adhered to.
- 4.3 Applicants must ensure that they have provided all the necessary information.



- 4.4 In November, the Council's Finance & Resources Committee will consider all Application Forms. Applicants may be invited to attend the meeting and answer questions.
- 4.5 The Council has a grant budget (with an exception to 1.6) which is agreed by Council each year. Applicants will be advised via the application process. The combined figure of all agreed grants awarded will form part of the precept request on Chelmsford City Council for the next financial year.
- 4.6 A letter will be sent to each Applicant advising of Galleywood Parish Council's decision and payment will be issued in April of the next financial year.
- 4.7 The Applicant shall provide a written account of how the grant has been used to Galleywood Parish Council within three months of the grant being paid.
- 4.8 In the event, for whatever reason, of the grant not being used, in part or in full, an explanation shall be submitted to Galleywood Parish Council within one year of the grant being made.
- 4.9 Galleywood Parish Council reserves the right to reclaim any grant in the event of it not being used for the purposes specified on the Grant Application Form.
- 4.10 Organisations that receive a grant will be required to acknowledge Galleywood Parish Council's contribution on all publicity/printed material.

## GALLEYWOOD PARISH COUNCIL

### GRANT TIMETABLE

First Monday in September	Notices posted on boards and website stating that grant application forms are available.
First Monday in November	Deadline for receipt of completed Application Forms by the Clerk.
November	The Finance & Resources Committee will consider completed application forms, in preparation for budget/precept request
December	Letters will be sent to Applicants with the decision of Galleywood Parish Council.
25 April	Grant payment issued.

**GALLEYWOOD PARISH COUNCIL**  
**GRANT APPLICATION**  
**FORM**



1.	Name of Club/Organisation/Society/Association:	
2.	If applicable, Registered Charity Number:	
3.	Contact details for Responsible Person in relation to communication	
	Name:	
	Position in Club/Organisation/Society/ Association:	
	Address:	
	Telephone number:	
	Email address:	
4.	Names of Responsible officials: Chairman Secretary Treasurer	
5.	Please provide bank details of where Grant is to be paid:	
	Bank Name:	
	Account Name:	
	Sort Code:	
	Account Number:	
6.	Length of time organisation established in the parish of Galleywood:	
7.	What percentage of your members live in Galleywood?	
8.	Purpose and activities of organisation:	



9.	<p>Please note: The Council has an agreed total budget of £xxxx to be disseminated.</p> <p>Amount of financial assistance being sought:£</p>
10.	Purpose for which grant is being sought:
11.	Details of fund-raising activities, please include examples of activities and monies raised:
12.	Please attach a copy of your Constitution.
13.	<p>In line with 2.2 of the Grant Scheme Policy, please attach a copy of your independently checked accounts for the previous year.</p> <p>Where appropriate, include a breakdown of expenditure for any Parish Grant from the previous financial year.</p>
14.	Any general and specific comments in support of this application can be set out on a separate sheet of paper or in a letter.
	<b>Declaration:</b>
a.	I declare that the particulars given are correct and accept all conditions laid down in the Grant Awarding Policy. Any grant received will be used for the sole benefit of the Applicant Organisation as stated in item 1
b.	In line with 4.7 of the Grant Scheme Policy, a written account of how the grant has been used will be provided to Galleywood Parish Council within three months of the grant being paid. Applicants will be invited to attend a Full Council meeting in July to present their written report.

Signed .....

Print Name .....

Position .....

Date .....



## Training Policy

	Date	Minute Reference	Amended
<b>Adopted:</b> (Reviewed 2 years)	Sept 2019	FR19-41	
	March 2022	PER22-49	Yes
	July 2024	FC24-807 c	Yes
<b>Next Review</b>	July 2026		

## **Introduction**

1.1 This document forms the Council's Training Statement of Intent.

It sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate Training
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

## **Commitment to Training**

2.1 Galleywood Parish Council is committed to the ongoing training and development of all Councillors, employees and volunteers to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the parish.

2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as: *"A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation."*

2.3 Galleywood Parish Council recognises that its most important resources are its members and staff and is committed to encouraging both members and staff to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 Providing training yields a number of benefits:

- Improves the quality of the services and facilities that Galleywood Parish Council provides.
- Enables the organisation to achieve its aims and objectives.
- Improves the skill base of the employees, producing confident, highly qualified staff working as part of an effective and efficient team; and demonstrates that the employees are valued.

2.5 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

## 2.6 The process of development is as follows:

- Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- Planning and organising training to meet those specific needs.
- Designing and delivering the training.
- Evaluating the effectiveness of training.

## The Identification of Training Needs

3.1 Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings with their line manager. There are number of additional ways that the training needs of both members and staff may be recognised:

- Questionnaires
- During interview
- Following confirmation of appointment
- Formal and informal discussion (e.g. as part of Annual Staff Appraisal process)

3.2 Other circumstances may present the need for training:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff, Council member or volunteer
- Devolved services / delivery of new services

3.3 Employees and volunteers who wish to be nominated for a training course should discuss this with their line manager in the first instance during their appraisal or as the need arises; where it will be determined whether the training is relevant to the authority's needs and/or service delivery.

3.4 Galleywood Parish Council also recognises that Councillors also need support and training to rise to the challenges of their elected member status.

3.5 New members need to know what the job entails and to build up their knowledge and skills and experienced councillors need to refresh their skills and knowledge to meet the ever-changing needs and demands of the modern world.



- 3.6 All members will receive a Councillor Induction meeting with the Clerk along with relevant documentation within 1 month of taking their seat. All new members will be given the opportunity to attend a councillor training event and annually all new Council / Committee Chairmen will be given the option of attending a Chairmanship Training course.
- 3.7 All members will be kept informed of relevant training courses and conferences particularly those offered by Essex Association of Local Councils, National Association of Local Councils and Society of Local Council Clerks.
- 3.8 Anyone wishing to attend any training event should discuss the training with the Parish Clerk who will approve the request providing this is within budget, before making any booking (under delegated authority) May need to change the Personnel Terms of Reference as this states Personnel Committee are to consider training requests not the Clerk

### **Corporate Training**

- 4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

### **Resourcing Training**

- 5.1 An allocation will be made in the budget each year to fund training fees and travel expenses. The amount will be reviewed annually.
- 5.2 The Parish Council subscribes to the National Association of Local Councils, Essex Association of Local Councils and the Society of Local Council Clerks and in order to receive regular up-dates on matters relevant to the sector and have access to the courses and conferences which are provided.
- 5.3 There may also be sufficient funds set aside for appropriate technical literature and other information.

### **Financial Assistance**

- 6.1 It is important to note that all training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.



- 6.2 Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.
- 6.3 Other considerations include the following:
- The most economic and effective means of training
  - Provision and availability of training budget
- 6.4 For approved courses, staff, volunteers and members can expect the following to be sponsored:
- The course fee
  - Examination fees
  - Associated membership fees
  - One payment to re-take a failed examination
  - Travel expenses to attend the training
- 6.5 Those attending courses are expected to inform the Parish Clerk immediately of any absences. In the case of the Parish Clerk – the Chairman of the Parish Council.
- 6.6 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.
- 6.7 Galleywood Parish Council will make payment of one individual membership per annum for the Clerk to a relevant professional body.

### **Study Leave**

- 7.1 Employees who are given approval to undertake external qualifications are granted the following:
- Study time to attend day-release courses
  - Time to sit examinations
  - Provision of study time which must be agreed prior to the course being undertaken.

### **Short Courses/Workshops/Residential Weekends (including conferences)**

- 8.1 Where employee attendance is required at a short course on a Saturday or Sunday, up to a normal working day of straight TOIL per day may be taken.
- 8.2 Members and staff attending approved short courses, workshops, residential weekends can expect the following to be paid:
- The course fee
  - Travelling expenses

## **Evaluation of Training**

- 9.1 Records of all training undertaken by employees will be kept in the personnel files of each member of staff.
- 9.2 As part of Galleywood Parish Council's continuing commitment to training and development, members and employees are encouraged to share information received and circulate training presentation papers for in-house training use. They are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

## **Conclusion**

- 10.1 The adoption of a training policy should achieve many benefits for the Council.

Training will:

- Widen skills and experience
- Provide opportunities to network
- Provide the skills to confront challenges
- Encourage innovation
- Improve the standards of Galleywood Parish Council

- 10.2 It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both members and employees.



## Inventory and Asset Policy

	Date	Minute Reference	Amended
Adopted: (Reviewed 4 years )	July 2024	FC24-807.d.	New
Next Review	July 2028		

An authority must maintain a register of all fixed assets and long-term investments they own/hold.

Term fixed assets mean the property, plant and equipment used by the authority to deliver its services.

Long-term investment arises where the authority invests money in anything other than a short-term investment.

Authorities may choose:

- a) appropriate minimum value for deciding between fixed assets and general consumables, which is to be minuted and reviewed at least annually.
- b) whether the item would be insured or not.

An asset register is the starting point for any system of financial control. Authorities need to apply a reasonable approach to asset valuation which is consistent from year to year. Where an authority changes its method of asset valuation it will need to restate the prior year's figure in line 9 of the AGAR.

Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

Galleywood Parish Council has agreed that

- a) A total list of all gifted, consumables and assets will be maintained, and this will be referred to as the Inventory List.
- b) An Asset register will be maintained, and will include individual items of £150 and above (excluding VAT)
- c) Council must agree what gifted assets will be insured and the value of these items must be professionally valued every five years. These items must also be recorded on the Asset register.
- d) The total value of the Asset register will match that of the insurance schedule to ensure that all assets as recorded are appropriately insured.
- e) The total value of an authority's assets recorded on the Asset register as of 31 March each year is reported at Line 9 on the authority's AGAR.
- f) Additions and disposals records should allow tracking from the prior year to the current. Obsolete assets that are no longer in use must be removed from the asset register and clearly recorded as such in a separate spreadsheet tab.
- g) The Asset Register will be reviewed at the annual council meeting.

The asset register should contain in its most simple form:

- name of the asset
- location of the asset
- date asset purchased/gifted
- actual purchase cost of acquisition (less VAT if this can be reclaimed)
  - Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal £1 value as a proxy for the zero cost.
  - The recorded value of the asset will not change from year to year, unless it is materially enhanced.
- insured cost which must be updated annually (to assist in forward planning for asset replacement).
- useful life estimate
- date and condition last physically vouched
- value held for investments
- any custodian information
- a three-year forecast of replacement/maintenance costs

BV2102 E886X



## Report to Galleywood Parish Council

KW/July 2024

**Inventory / Asset Registers**

Members to consider purchasing or budgeting for Inventory/Asset Software from Rialtas.

Below you will find pros and cons for excel v software

Excel		Rialtas Software	
Pros	Cons	Pros	Cons
Free			Need to pay one off cost of £803 and then annual cost of £165
	Need to hire projector at a cost of £10 each time discussed. Or spend time at the Heritage Centre and pay for A3 copies.	No costs	
	Does not link to current Finance system	Data interlinks with current Finance system and reporting at EOY /AGAR submissions	
	Amendments usually means amending multiple spreadsheets at a time; to insure they are all sync for reporting needs. This is very time consuming	Once data is inputted, several different reports can be accessed.	
	Difficult to read reports due to amount of data showing.	Reports are easy to read and in same format that Cllrs are used to seeing.	
	Easy to delete data unintentionally	Deleted items are easily ticked as such but remain in the background for future reporting.	
	Multiple excel sheet needed to record Insured items	Filter reporting	
	Multiple excel sheet needed to record new/deleted items	Filter reporting	
	New spreadsheet needed each year. When new spreadsheets are copied, some previous items/lines have been displaced and figures have been incorrect.	Automatically transfers data over into the new year. Previous years can be accessed quickly.	

## Clerks Comments

- members have found the current reporting of Assets extremely difficult to comprehend.
- documents provided in previous years, which are being presented again are now being flagged as not fit for purpose.
- an exhaustive amount of time is being spent by myself to ensure that spreadsheet reflect everything that members expect to review.
- There is movement for inaccuracies
- No budget has been agreed for this