

GALLEYWOOD PARISH COUNCIL
MINUTES OF COUNCIL MEETING
HELD AT THE KEENE HALL – LODGE ROOM – GALLEYWOOD
on Thursday 20 February 2025 at 7.00pm

Formal acceptance will take place at the next Full Council Meeting

Present:

Councillors: G Bonnett, A McQuiggan, J Owles, N Paul, C Shreeve, S Troop
(Chairman), and J Turkentine

Clerk

Two members from tEG

FC25-858 Apologies for Absence

RESOLVED that an apology for absence be accepted for Cllr(s): J Potter and B Woolward

FC25-859 Declaring of Interests and Dispensations

There were none.

FC25-860 Confirmation of Minutes

RESOLVED that the minutes of the meeting held on 19 December 2024 were a true and accurate account and were signed by the Chairman.

FC25-861 Public Participation Session with respect to items on the agenda

There were no members of the public present.

FC25-862 Members noted the following meetings had been held and draft minutes had been circulated to all members

- a. Planning and Highways Committee – 7 January 2025.
- b. Personnel Committee – 14 January 2025.
- c. Finance and Resources Committee – 23 January 2025
- d. YMCA Sub Committee – 4 February 2025
- e. Planning and Highways Committee – 4 February 2025

FC25-863 The Spinney

Members considered the report provided, together with a verbal explanation from tEG members.

RESOLVED that tEG would:

- a. carry out immediate works to repair decking boards that were shown as badly decayed.
- b. carry out works in summer/autumn 2025 to replace all Bridge Decking Boards, defective section of handrail and defective post. Replace 92 Decking boards on the Dipping Platform and replace upstands and add a strengthening joist under the platform, using C24 Green Timber.

It was noted by Council that costs provided of £638.84 may rise due to further



materials being needed.

Action: tEG will inform the clerk of when works will commence and forward quotes to allow all necessary materials to be ordered by the Council. Costs would be met by EMR Local Open Spaces.

FC25-864 Reports

Members noted the reports received from:

The Clerk

- a.
 - **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.
 - **Bus Shelters**
ECC Cllr AM requested to initiate the LHP application process for a bus stop to be replaced at West Lane, Barnard Road, Galleywood.
 - **Local Panels Award Scheme**
Registration applied and accepted.
 - **Annual Parish Meeting**
Booked for 13 May 2024. An informal meeting will take place on 4 March at 6pm to discuss arrangements.
 - **Forum to review CCC Local Plan**
Email correspondence sent to all members should they wish to attend via Teams on 25.02.25 at 7pm
 - **Antisocial behaviour**
Nitrous Oxide bottles have been found used and discarded at The Chase and Little & Great Sir Hughes lane.
- b. Essex County Councillor
- c. Representatives from outside bodies
Action: Members to discuss arrangements for noting Wendy and John Cummins' contribution to the community in Galleywood
- d. Saturday Surgery - Cllrs Bonnett and McQuiggan

FC25-865 Grass Cutting Contract

Members considered tenders for a three-year contract for grass cutting at Pipers Tye and Twitten Green (42 hours) commencing April 2025 – March 2028, from:

- Company A – Total costs £11,127
- Company B – Total costs £4,252
- Company C – Total costs £3,528

The tender specification had been advertised on the Parish Councils website, noticeboards and social media with a deadline of 31 January 2025.

RESOLVED that Company C would be awarded the contract.



FC25-866 Youth Club

Members considered the recommendation made by Youth Club Sub Committee to sign and agree the Service Level Agreement for 2025/2026 from YMCA.
RESOLVED that the recommendation be agreed.

FC25-867 Events

Members considered if a Galleywood Showcase event will take place in 2025.
RESOLVED that this would take place in Autumn 2025, with the same format as 2024.
Action: The Clerk to check with Schools, Church and Heritage Centre to prevent clashes in dates.

FC25-868 Dog Bins

Members considered the recommendation made by Planning and Highways Committee. to purchase two additional bins adjacent to current ones, at The Common carpark off Stock Road and Horse and Groom Lane.
RESOLVED that the recommendation be agreed. £452 costs would be met by CIL funds. It had been noted that the new bins will be an asset of CCC. There will be no further oncosts or liabilities for Galleywood Parish Council.

FC25-869 St Michaels Junior School

Members considered the recommendations made by Planning and Highways Committee to:

- a. Conduct a speed survey on Barnard Road – costs £368 or 25/26 LHP funding when available.
RESOLVED that the recommendation would not be agreed.
- b. Purchase speed indicator devices (SIDs) to be installed on Barnard Road and moved to other areas of the village on an ad hoc basis – approx £5000
RESOLVED that SIDs would be purchased for Barnard Road. The possibility of these being moved around the village on an ad hoc basis would be reviewed in the future. Costs would be met by CIL or reserves.
Action: Clerk to provide quotes to F&R committee to finalise costs.
- c. Fund five road safety pavement signs - costs £675
RESOLVED that the recommendation would be agreed. Costs would be met by CIL.
Action: Clerk to request invoice from the Junior School

Members noted that ECC Cllr McQuiggan has been advised that the flashing lights are soon to be reinstated on the current school sign poles, by both the infant and junior schools.

FC25-870 Website

Members considered if additional website content not classed as Governance, would be added by Aubergine, or by office staff once fully trained.
RESOLVED that Aubergine would transfer all additional content. Costs of £375+VAT would be met by reserves.

FC25-871 Appointment of Members for committees and outside bodies

Members considered and appointed on the following vacancies:

- a. Finance and Resources Committee – 1 vacancy
RESOLVED that Cllr Owles be appointed



- b.** Keene Hall Trustees - 1 vacancy
RESOLVED that Cllr Woolward be appointed

Members noted that Galleywood Infant School no longer require a Councillor representative.

FC25-872 Personnel

Members considered the recommendation made by the Personnel committee:

- a.** to make the Clerks flexible working contract permanent, minute number PERS25-128b
RESOLVED that the recommendation would be agreed.
- b.** to budget and purchase a cleaner's trolley to aid Village attendant – costs £80
RESOLVED that personal and company insurance matters would be investigated in the first instance.

FC25-873 Policy Reviews

Members reviewed:

- a.** Biodiversity Policy (New)
b. Accessibility Statement (Amended)
RESOLVED to adopt the above policies

There being no further public business to be transacted, the Chairman closed the meeting at 20.43pm.

Signed Chairman

Date.....

