

**Minutes of the Annual Meeting of the Chelmsford Garden Community Council
held on 18th May 2023 at 8pm at the Beaulieu Community Centre, 17 Centenary
Way, Chelmsford, Essex**

Present: **Councillors** Andrew Wright (Chairman)
 Kuldeep Golla
 Daniel Jeffreys
 Helen Skinner
 Melanie Williamson
Executive Officer Suzanne Walker
City Councillors Rose Moore, Stephen Robinson
County Councillor Mike Mackrory

4 members of the public were present

Meeting commenced at 8.07pm

23/15: Election of the Chair for the Civic Year 2023 – 2024

Councillor Williamson nominated Councillor Wright to be the Chair for the Civic year, this was seconded by Councillor Jeffreys and **agreed** by all Councillors. Councillor Wright signed the declaration of acceptance of office.

23/16: Election of the Vice Chair for the Civic Year 2023 – 2024

Councillors **agreed** to defer this agenda item to the next meeting.

23/17: Apologies

Received from Councillors Tron and Udoh and from County Councillor Spence and former Councillor Bowman.

23/18: Declaration of interests

None.

23/19: To note the signing of the declaration of acceptance of office forms and to agree any extension to enable any absent Councillors to sign the form

It was noted that all Councillors present had signed the declaration of acceptance of office and it was **agreed** that the time for Councillor Udoh to sign her declaration be extended up to the next meeting on 8th June 2023.

23/20: To approve the Minutes of the meeting held on 6th April 2023

The minutes of the meeting held on 6th April 2023 were **agreed** and were signed by the Chairman.

23/21: Financial report

23/21.1 To receive the bank reconciliation statement for April 2023

The bank reconciliation statement calculated to 30th April 2023 was noted and accepted.

23/21.2 To receive report and approve money received and paid.

The following receipts and payments were noted

Receipts

1/4/23	Loan from Chelmsford City Council	12,000.00
28/4/23	Precept (1 st instalment)	97,145.50

Payments

Online banking payments approved at the April meeting

11/4/23	BHIB Ltd	Council insurance	662.39
11/4/23	Zoho	IT package	2,448.32
14/4/23	RCCE	village hall subs	72.00
14/4/23	EALC	subs	891.38
26/4/23	Salaries and expenses		2,925.69
5/5/23	Richard Edwards	external payroll	60.00

The following payments were **approved** and in particular it was **agreed** that the payment to the Information Commissioner's Office may be set up as a direct debit.

Chelmsford City Council	repayment of loan	12,000.00
Information Commissioner	registration fee	35.00
Salaries and expenses		2,125.84

23/21.3 To agree annual list of payments

With reference to clause 5.6 of the Financial Regulations the following regular payments were **agreed** –

Payee	Purpose	Frequency
All current employees	salaries	monthly
HMRC	Any income tax and National insurance contributions due for employees	monthly
Essex Pension Fund	Pension contributions due to the fund in relation to employees	monthly
Information Commissioner's office (ICO)	Registration fee	annually
EALC	Subscription	annually

23/21.4 To consider a credit card with Unity Trust bank/Lloyds bank

It was noted that although Unity Trust provides a credit card, there is a £50 set up fee and a monthly fee of £3.00. As the majority of set up expenses for office equipment have now been paid and the majority of expenses claims will be minimal, it was agreed not to proceed with the application at this stage but to review the requirements in due course.

23/21.5 To review the mandate holders for the Council's current account and agree any changes or updates.

It was noted that the current mandate holders are Councillors Williamson and Wright and that an application to add Councillor Tron is pending. It was agreed to add Councillor Jeffreys to the account including online banking.

23/21.6 To consider quotations for a mobile phone contract for staff.

Having considered the service provided by Cloudy IT and the ability to scale up the provision of phones at an economic rate, it was agreed to accept the quotation for the provision of a mobile phone for the Executive Officer at a cost of £14 a month.

23/22: To consider and agree resolution to allow employees to be admitted into the Local Government Pension scheme

It was noted that the relevant advert of this agenda item and resolution for the pension fund had been duly displayed and it was formally **resolved** that all employees of the Chelmsford Garden Community Council will be eligible for membership of the Local Government Pension scheme operated by Essex County Council. The Executive Officer will now file the relevant paperwork with the scheme.

23/23: To consider policies to adopted by the Council

23/23.1 Expenses policy

The draft policy was considered. It was noted that payments should be expressed to be via online banking. It was **agreed** to include the clause in relation to the repayment of training with a threshold of £800. In addition the draft clauses relating to accommodation and meals were accepted as drafted and the policy was otherwise **approved**.

23/23.2 Disciplinary and Grievance policy

The policy was considered and subject to the description of committees being the Personnel Committee and Personnel sub-committee, the policy was **approved**.

23/23.3 Freedom of Information Act scheme

The policy was considered and **approved** as drafted.

23/23.4 Data Protection policy and privacy notices

The policy and privacy notices were considered. Subject to consistent reference to the Council being a Community Council, the documentation and policy were approved.

23/23.5 Scheme of Delegation

The document was considered. It was formally agreed to delegate authority to the Executive Officer or other appointed officer to respond in relation to planning matters and the document was otherwise **approved**.

23/23.6 Councillor Representation protocol

The protocol was considered and **approved**.

23/24: To consider new Planning applications

23/24.1 23/00470/FUL - 4 Multon Lea, Chelmsford Garden Community - Proposed single storey rear extension with pitched roof and addition of roof lights – already approved by Chelmsford City Council.

23/24.2 23/00507/FUL - 14 Grantham Drive, Chelmsford - Proposed partial garage conversion. Internal alterations – **Agreed** to raise issues of concern as to whether a garage conversion will lead to additional parking on the road and to request that the planning authority refer to parking standard documents and other specific regulations.

23/24.3 23/00538/FUL - 20 John Eve Avenue, Springfield - Proposed partial garage conversion and increased block paving to front to extend parking - **Agreed** to raise issues of concern as to whether a garage conversion will lead to additional parking on the road and to request that the planning authority refer to parking standard documents and other specific regulations.

Prior to the next meeting the Executive Officer was asked to enquire with the planning department as to whether the development is covered by the same conditions that apply to Channels that restrict the development of garage conversions.

23/24.4 23/00639/FUL - 55 Linge Avenue, Chelmsford Garden Community - Single storey rear extension, canopy structure and permeable paving patio – **No Comments**.

23/24.5 23/00574/FUL - Chelmer Valley Park and Ride - The inclusion of secondary temporary uses within the approved Chelmer Valley Park and Ride facility – **Agreed** to respond that the Council is supportive of the proposed uses for the Park and Ride facility with the caveat that the issue of traffic management is dealt with appropriately to prevent issues of congestion that have been experienced as a result of events in that locality in the past.

23/25: To note planning results

The following results were **noted** -

23/25.1 CC/CHL/127/22 – Land off Remembrance Avenue, Beaulieu - Erection of a new two form entry primary school with associated playing fields, hard play areas, parking and landscaping – **Granted**

23/25.2 23/00287/FUL – 2 Albatross Way – retrospective garage conversion into habitable living space - **refused**

23/26: To consider open space issues

23/26.1 To agree fees and note date for the Play in the Park event

It was noted that a Play in the Park event will take place with two sessions (morning and afternoon) booked for 14th August 2023 and the fees for those sessions were **agreed**. In addition, it was noted that the City Council have offered another session on 9th August. Subject to the agreement of the Land Trust for the use of the land it was **agreed** to book an event that day as there is sufficient money in the budget to cover those further sessions.

23/26.2 To consider report on noticeboard repair

The Executive Officer was asked to obtain quotes for the repair of the current board and to see if a developer would be willing to meet the costs prior to the Council considering whether the board needs to be replaced and for the matter to be put on the next agenda.

23/26.3 To consider replacement of broken bin

The requirements for bins was discussed and the fact that the City Council are only going to empty the 4 Council owned bins up to the end of July. It was felt that the bins need to be emptied 3 times a week. Councillor Moore mentioned a scheme called 'recycling on the go' and suggested that the Council contact a person at the City Council to discuss that option to see if such bins could be provided by the City Council. The Executive Officer will make contact and report back.

23/27: To receive report and consider committee structure for the Council

23/27.1 Personnel Committee

It was **agreed** to set up a Personnel Committee with all current Councillors being appointed members. The draft terms of reference were **agreed**. Membership can be reconsidered once more Councillors join the Council following the by-election and co-options.

23/27.2 Planning committee

It was **agreed** to set up a Planning Committee with all current Councillors being appointed members. The draft terms of reference were **agreed**.

23/27.3 Communication committee

It was **agreed** to set up a Communications Committee with all current Councillors being appointed members. The draft terms of reference were considered and it was **agreed** to add the organisation of future Assembly events within the remit. The document was otherwise **agreed**.

23/27.4 Stewardship committee

It was **agreed** that for the time being stewardship issues will be dealt with by a working group which will feed back to the Council.

23/27.5 Working groups and representational roles for Councillors.

It was **agreed** for issues surrounding Community Buildings and Community Safety will be dealt with by working groups to provide detail and advice to the Council. The issue of a finance committee will be considered later in the year.

23/28: To consider training arrangements for Councillors

The Executive Officer provided details of the training that is being provided by the Essex Association of Local Councils. Pending the election and co-option of new members it was **agreed** to defer this issue to a future meeting.

23/29: To receive a report in relation to the Beaulieu Community Trust

It was **agreed** to deal with this item at the end of the meeting.

23/30: To consider representations in relation to the Essex County Council Electoral division consultation

It was noted that Essex County Council intend to increase the number of Councillors from 75 to 77 but this will impact upon Maldon and Uttlesford. It was **agreed** to respond to the consultation that any boundary changes should take into account the impact of the Community governance review so that this area should be in one ward rather than, as at present, in several.

23/31: To consider dates for future meetings.

The future dates, as shown on the website, were confirmed. However due to booking conflicts it was noted that future meetings will commence at 7.30pm

23/32: Any matters to be added to the agenda of the next meeting

To suggest ideas for the use of the park and ride, bins and noticeboards, Police and special constable scheme, Beaulieu Community Trust, stewardship and co-options.

CONFIDENTIAL resolution

In accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was **agreed** that the public be excluded and instructed to withdraw for this agenda item

23/29: To receive a report in relation to the Beaulieu Community Trust

A report from the Executive Officer to provide the background to the legal situation was considered and an update received on current issues provided. The 3 Councillor representatives on the Beaulieu Community Trust will be attending a meeting next week and will report back to the next meeting on outcomes. The Clerk will be liaising regarding the Service charge account received and the need for apportionment in view of the fact that this Council only became a party to leasehold arrangements as from 1st April 2023.

Meeting concluded at 10pm