

Minutes of the meeting of the Chelmsford Garden Community Council held on 4th July 2024 at 7.30pm at the Beaulieu Community Centre, 17 Centenary Way, Chelmsford, Essex

Present: **Councillors** Derek Drew-Smith (Chair)
Neil Shah
Joel Alderman
Cynthia Driver
Kuldeep Golla
Daniel Jeffreys
Jed Stopher
Romilly Wakeling
Melanie Williamson
Andrew Wright
Executive Officer Suzanne Walker
Community Manager Julie Birkumshaw

No members of the public were present

Councillor Drew-Smith thanked Councillor for voting him to be the Chair of the Council in May. He stated that he will serve to the best of his ability to keep the Council central in the Community to deliver the strategies of the Council. He thanked Councillor Wright for his dedication and service within both the shadow Council and in the first year of the Council and presented him with a gift.

24.25/32: Apologies

Received from Councillor Chloe Tron, Brian Jeapes and Tayo Udoh and also County Councillors John Spence, Mike Steel and Mike Mackrory.

24.25/33: Declaration of interests

Councillors Wright and Williamson declared an interest in items relating to the Chelmsford Garden Community Trust as they are Trustees of that Trust.

24.25/34: To approve the Minutes of the meeting held on 13th June 2024

The minutes of the meeting held on 13th June 2024 were **agreed** by all Councillors and signed by the Chair.

24.25/35: Community question time

Councillor Williamson spoke in her capacity of a Trustee of the Chelmsford Garden Community Trust and was grateful for a constructive meeting with the Council where Councillors and Trustees met each other and had a helpful conversation. She confirmed that scheduled events include a Christmas event and meal, a cyber security talk for young people and dementia event and a music event. Councillor Wright in his capacity of a Trustee also explained the background for the request for payments for hall hire to be by direct debit.

24.25/36: To receive the following Reports

24.25/36.1 Report from County Councillor

None present.

24.25/36.2 Report from City Councillor

None present.

24.25/36.3 Report from Councillors regarding attendance at external meetings

No reports.

24.25/36.4 Executive Officer report

The Executive Officer reported that she had attended an SLCC training day which had included an update on Martyn's law. She was also speaking to a firm that offer HR and Health and Safety advice and will report at the next meeting as to her investigations. An offer of Dragon ball had been made to be added to the Play in the Park session but due to the large inflatable course there will not be any room so this has been declined. Boreham Parish Council is due to debate the issues surrounding the war memorial at their July meeting. She is also due to chase up a pending meeting in relation to stewardship issues. Councillors Alderman, Wakeling and Drew-Smith provisionally agreed to attend the L&Q drop in and walkabout on 27th July.

24.25/37: Committee Reports

The draft minutes of the meeting of the Planning Committee held on 13th June 2024 and the Communications Committee held on 27th June 2024 were **noted**.

24.25/38: Financial report

24.25/38.1 To receive the bank reconciliation statement

The bank reconciliation statement calculated to 30th June 2024 was **noted and accepted**.

24.25/38.2 To receive report and approve money received and paid

The following receipts and payments were **noted and approved**:

Receipts	£	VAT	Total
30 th June 2024	Unity Trust interest		208.49
Payments made since last meeting in accordance with annual schedule			
On 24th June 2024			
	Salaries and expenses June		4,205.05
	HMRC (PAYE June)		1321.11
	Essex Pension Fund (June)		1,639.75

Direct Debits

16th June	Bank fee for credit card		3.00
30 th June	Unity Trust bank charges		23.25
1 st July	EE (mobile phone)	29.10	5.82 34.92

Payments made following decision of the Council

24.25/26.3

EALC course fees	100.00	20.00	120.00
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Payments to be made

CGC Trust hall hire fees	71.67	14.33	86.00
LAVAT Consulting Ltd (VAT advice)	1012.50	202.50	1,215.00

The grant agreed for the Chelmsford Garden Community Trust has been accepted by that organisation and will be paid forthwith.

24.25/38.3 To consider request from the Chelmsford Garden Community Trust to issue payments via Direct Debit

It was **agreed** to set up future hall hire payments to the Trust by Direct Debit and a form was signed by two bank signatories to enable the Executive Officer to complete the online set up.

24.25/38.4 To consider report on saver accounts

The report regarding options for a new saver account was considered and discussed and it was **agreed** to set up a 95 day account with Redwood Bank and to make an initial deposit of thirty thousand pounds.

24.25/38.5 To receive the quarterly financial report

The quarterly financial report was received and **accepted**. The quarterly verification statement was signed by the Vice Chair Councillor Shah. It was noted that a subscription now has to be paid for the Parish online account and consideration will be given as to how to utilise that subscription more effectively.

24.24/38.6 To decide on whether to hire or purchase a projector for meetings

The report prepared by the Executive Officer comparing purchase costs with the cost of hire from the Trust was considered. It was requested that a small portable projector and a larger projector are purchased and tested to decide which one is most useful for the Council and it was **agreed** to pay up to £200.00 for the projector.

24.25/39: To consider open space issues

24.25/39.1 To receive feedback in relation to meeting at The Wedge.

It was noted that documentation had been located which had enabled a letter to be sent to Chelmsford City Council challenging the designation of the area. The information provided by a resident in relation to fires in the area had also been provided, together with a request for the risk assessment carried out by Chelmsford City Council. No response had been received so Councillors requested that a final 7 day period is provided for a response failing which the issue to be referred to the CEO of Chelmsford City Council.

24.25/39.2 To consider any representations to make in relation to the movement plan supplied by Chelmsford City Council

Further information had been provided by Chelmsford City Council regarding the plan. Further questions were asked in that whether signage will guide people not just to the station but in the other direction back into the development. It was not considered acceptable to await adoption of the paths prior to installing bins as there could be a considerable wait and these should be planned for from the start. It was agreed to raise these points with Chelmsford City Council.

24.25/39.3 To receive update regarding dog bins

Chelmsford City Council had agreed in principle to install a dog bin in the location suggested by this Council at Wharton Drive on the proviso that this Council pays for the bin and its installation plus a fee of £100 per annum to empty it. This was **agreed** by Councillors and the precise required position was agreed.

24.25/39.4 To receive update regarding contractual arrangements for the emptying of the Council's litter bins.

The Executive Officer provided a report regarding the current arrangements for Chelmsford City Council to empty the bins and it was **agreed** to continue with that arrangement.

24.25/39.5 To consider response in relation to complaints regarding maintenance of land managed by the Land Trust

Complaints from residents were noted. It was **agreed** to clarify the issues and then seek to have a site meeting with the Land Trust and to engage with the CEO of the Land Trust and the planning department at Chelmsford City Council. Councillors noted the need to continue to work with developers and planners to look to ensure a more effective stewardship model exists for the emerging new development zones in Chelmsford Garden Community.

24.25/40: To consider Policy updates

24.25/40.1 To consider updated grant application form and monitoring form

The amended grant application form and the new monitoring form were **approved and agreed**.

24.25/40.2 To consider new financial regulations

Subject to some agreed amendments, the new Financial Regulations were **approved and agreed**.

23/25.40.3 To consider new risk management policy

The policy to be amended to include reference to a risk register and the updated policy to be presented at the next meeting.

24.25.40.3 To consider safeguarding procedures

The safeguarding statement was **approved and agreed**.

24.25/41 To receive update regarding Health and wellbeing issues

It was noted that a response is awaited from the ICB to set up a meeting in relation to the new health centre and will be pressed to respond. In addition, the draft health and wellbeing plan will be considered by the Council's health and wellbeing working group.

24.25/42 To receive update in relation to the process of a Community Governance review

The Executive officer provided an explanation of the process of a Community Governance review. A working group will consider the matter and make a recommendation as to next steps.

At this point of the meeting Councillors Williamson and Wright left the room.

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.

24/25/43: To consider Matters relating to the management of the Community Centre and liaison with Chelmsford Garden Community Trust

24.25/43.1 To receive update in relation to issues surrounding VAT on service charge

The advice from the tax expert was noted and the Executive Officer will now engage with the managing agents to resolve payments due and to amend the claim with HMRC. There will also be engagement with Chelmsford Garden Community Trust as to corrected amounts due.

24.25/43.2 To consider the principle of financial support for the Trust being included within the strategy and budget for financial year 2025 – 2026

After much discussion surrounding the meeting with the Trust and the future liaison and monitoring meetings, it was **agreed** that in principle the matter of financial support for the Trust is included within the strategy and budget considerations for the financial year 2025 – 2026.

24.25/44: Any matters for next agenda

The speed survey and parking issues including parking zones in the new areas of development and with the new South Essex Parking Partnership Traffic Regulation Order proposals.

Meeting concluded at 9.21pm