

SILVER END PARISH COUNCIL

Minutes of the Full Council meeting held on 11th January 2017 in the Village Hall.

Present: Cllr Galley (Chair,) Cllr Ashford, Cllr Waine, Cllr Bugg, Cllr Hughes, Cllr Hayward, Cllr Mc Donald, Cllr Vickers, Cllr Nesbitt, Mrs Temple (Clerk.)

0117/FC1046 **Apologies for absence:** Cllr Hopkins, Cllr Fecitt, Cllr Bowers and Cllr Abbott.
Absent without apologies: None.

0117/FC1047 **Declarations of Interest** by Members in respect of any items on the agenda.
None given.

0117/FC1048 **Members of the public** were offered the opportunity to speak at this point.
No members of the public present.

0117/FC1049 **Minutes of the last full council meeting** were agreed and signed as a true record of the meeting, taking the following amendments into account:

- 1216/FC1040 - 30 Western Road – should read timber to chain link which does not contravene Conservation Guidelines. Details of the Public Inquiry should read **from** 31st January.
- 1216/FC1041 – BDC's Rough Sleeper should read that there are **no** known sleepers.

Matters arising:

The **Clerk** reported that:

- Tesco Bags for help scheme will be taking new applications from the end of this month. **Agenda item** for February.
- The paper recycling bin was removed over the Christmas period. So far, no issues.
- BDC have been out clearing the leaves in the village. Focussed attention to the front of the hall and in Silver Street.
- Ernest Does coming over sometime next week to give staff instruction for the blower.
- A request has been made to Alison Webb, BDC, to ensure that SEPC are notified of planning applications coming to committee where objections have been made.
- The provisional meeting/working party with Tessa Lambert regarding the Conservation Guidelines is on Tuesday 24th January in the Lesser Hall. However only 3.30-6.00pm is available – are councillors happy with this? Agreed that the Clerk should confirm this with BDC.
- There has been no response from RCCE regarding feedback from the magazine awards. The **Clerk** will chase this.
- Andy Potter, BDC, confirmed that the pond was cleaned yesterday and instructions have been given to make safe the entrance onto the field at Temple Lane.

Review of outstanding items from the last meeting (not already covered :)

None.

0117/FC1050 **Report from District/County Councillors**

In his absence, Cllr Abbott sent the following report, which the Clerk read in his absence:

1. I am organising a public meeting at the request of residents (similar to those we have done before) to look at the latest information regarding major issues for the village - to include Gladman appeal (I am hoping to be there throughout), A120 and A12 consultations, waste site and BDC local plan. The parish council will be very welcome to have a speaker. Village hall, 26th Jan 7.30pm. Nick Unsworth from PAIN will also be speaking – **Cllr Galley** will liaise with Cllr Abbott and **Cllr Ashford** will speak on SEPC's behalf.
 2. As you may be aware the A120 and A12 consultations are due to start. The A120 one will be launched on 17th Jan. The Silver End consultation event is on Feb 2nd in the village hall. Some of the events will be joint A120 and A12 but despite asking I have not been sent details yet - hope you may have been directly. The Rivenhall one on 6th Feb is a joint one.
 3. The EA refused the Gent Fairhead permit application and GF have already announced they intend to submit a new application for a higher stack which they wrote to me about and said was a "narrow issue" and that their new application would "satisfy the concerns of councillors and residents about the plant". There are implications for the conservation area and listed buildings as this was a consideration for the 35m stack at the 2009 Inquiry. So we now know there will be at least 3 GF applications yet to come - higher stack, discharge to river Blackwater and processing details within plant. ECC have gone out to consultation on the Modifications needed to make their new Waste Local Plan legally sound. Have not yet had time to look at it in detail but there is reference to the airfield site and the key issue there is that in this Plan ECC are trying to explicitly link Basildon's RDF output to go to Rivenhall to be incinerated even though that would be a contract matter that on current timing would be considered about the year 2020. The end date for this consultation is 16th Feb.
 4. BDC has announced that it is putting back the special meeting to adopt the Draft Local Plan from Feb to June. All Local Plan Committee meetings cancelled until Feb. Main reason is need for robust evidence base on "garden communities".
 5. Next BDLHP meeting is 19th Jan 6pm at BDC. Some good progress for the village: footway extension for Boars Tye Road is top of walking schemes list and green rated. Quiet Lane for Sheepcotes Lane is top of list and green rated. New bus shelter on Broadway is top of list and green rated (cost (£8.5k). Less good is 20 mphs - still rated yellow and "against policy" though the 3rd section is now listed (top of Broadway/Francis, etc), having previously been left off lists.
- Budget for BDLHP is expected to stay at £408k this year and we have about £300k net to allocate in 2017/18. Info for magazine.

6. I have asked BDC to try to litter pick the rural roads in the Cressing/Silver End/Rivenhall area, some of which are heavily littered and also to ask (again) what more can be done with the fast food outlets at Galleys as their branded packaging is clearly evident as a significant proportion of the litter.
7. I have given the clerk contact details re possible free defib machine.
8. Re the questions about works to the highway and ditches in Sheepcotes Lane raised at the last meeting, ECC confirm that the work to the highway was authorised but BDC say that the liquid discharge to the ditch is not what was agreed (it should be clear water). This is being looked into by BDC. **Clerk** to chase to keep this ongoing. Ditch by Church has been filled in which Cllr Abbott is investigating.

0117/FC1051 **Planning Applications**

Application No: 16/02069/FUL 46 Silver Street
Retention and proposed replacement of 5 windows to front and side
Objection: In contravention of current conservation guidelines

Applications received after the agenda was set

Application No: 16/01968/FUL 44 Western Road
Proposed replacement of 3 windows at front of property
Objection: In contravention of current conservation guidelines

Application No: 17/00001/AGR Egypts Farm, Boars Tye Road
Prior notification of agricultural or forestry development – erection of steel frame portal building for straw storage
This is for information only as no comments are sought

Notification of applications granted/refused

16/00349/TPO	24 Temple Lane	Tree works	Refused
16/01765/FUL	30 Western Road	Replace front timber fence with chain link	Granted

Appointment of Member to attend the Gladman Inquiry

Clerk confirmed the date of the Public Inquiry relating to an appeal made by Gladman Developments to the application for outline permission for up to 350 dwellings etc. at Western Road. The Inquiry will be held from 31st January at 10.00am at Braintree Town Hall. A representative is invited to attend and present views verbally on behalf of SEPC, at the Inspector's discretion. Must be appointed and be present as the Inquiry opens.

Cllr Hughes stated that he is happy to attend but asked for clarification of whether this would need to be on a delegated basis or for him to act as he sees fit. Agreed that it should be as he sees fit due to his knowledge of the village and planning policy. Cllr Galley proposed that Cllr Hughes should be appointed to attend on behalf of SEPC. Cllr Ashford second. No further proposals therefore taken to the vote: all agreed under Minute reference: 0117/FC1051(i) Cllr Hughes was told that he should use his discretion about when he attends during the process as he is not expected to be present throughout.

The Clerk confirmed that the Environment Agency have refused Gent Fairhead's application for an Environmental Permit at the Rivenhall Integrated Waste Management Site – details already sent via email.

0117/FC1052 **Correspondence**

Member of the public – details of letter of complaint to Virgin regarding the doctors' surgery. The letter was circulated between Members. She has emailed today stating that the Regional Manager has called her today and has given her reason to be much more optimistic. She plans to attend the FC meeting in February to give feedback. Cllr Galley reported that he has also been in touch with Virgin with specific questions relating to service. He should have a response for February's meeting too.

BDC – copy of E-bulletin circulated between Members at the meeting. Noted.

RCCE – Competition for Schools and Community Groups to win allotment and garden equipment and vouchers. Circulated and placed on noticeboard.

BDC – Great British Spring Clean following success of Clean for the Queen. Campaign aimed at March, particularly 3-5 March weekend. **Clerk** to register to take part.

Bradwell Quarry Liaison Group – agenda for meeting 12/1, 2pm in Bradwell Village Hall. Cllr McDonald to attend and he asked if SEPC are happy to hold next meeting in SEPC's office on 7/9. All agreed. **Clerk** to note this in the diary. Tours of the quarry are available if anyone would like to attend – he will see if he can organise one. There are investment funds available and he asked for agreement to investigate – all agreed.

A120 and A12 Forums – Public Consultations to take place – Silver End Village Hall, 2nd February 1-8pm. Noted.

ECC – invitation to launch the consultations above on Tuesday 17/1, 2.30-4pm at Colne Valley Golf Club. Noted.

BDC – Explanation behind provisional budget 2017/18. Circulated to members at the meeting.

BDC – Landlord's inspection 24/2 at 10.30am.

Hire a Hall – Library now open – Tuesday and Thursday, 2-6pm. Saturday 9am-1pm.

0117/FC1053 **Reports**

- **Police**

Weekly reports emailed to members by the Clerk.

- **Window on Silver End – to agree and adopt an advertising policy**

Cllr McDonald has been unable to send a draft plan of the policy but aims to do so for next month. **Clerk** to include on agenda. His experience recently is that the magazine is not read as much as we would hope. He thinks a questionnaire asking for readers' views is a good idea but if it forms part of the magazine it might not be seen so suggests a flyer as more visible. A discussion to

say that if this is the case then it is disappointing not only for those that have compiled the magazine but also for all of the organisations that have contributed to it.

Various options were discussed regarding the future of WoSE including subscriptions and having a collection point rather than delivery to every house. It was however agreed that editions should be reduced to 3 times a year/every 4 months – Spring, Summer, Autumn. Cllr Hughes proposed this reduction and Cllr Hayward second. With no further proposals a vote was taken and all were in favour. The next edition will be delivered at the end of March, followed by end of July and November, therefore missing the busy Christmas period.

The Clerk spoke to Cllr Hopkins regarding Publisher Software and he stated that he would contact Cllr McDonald.

- **SEPC Project Plan**

Cllr Hopkins reported in his absence that the re-launch of the website has been delayed until next month. He offered apologies for the delay.

Cllr Hughes stated that Cllr Nesbitt has worked on the footpath booklet and he passed around a computerised copy of the work to date. Intention to add this to the website to allow download with a master copy in the office and the library, suggested a laminated copy that can be copied upon request. Some of the other walks need more work as they have changed. All agreed that this was in line with what was anticipated. Cllr Hughes will make minor adjustments.

Summer Event – meeting on 7/2 to initiate discussions. Cllr Galley does not want to Chair this committee and is hoping that someone else will take the lead. It was confirmed that SEHS have £926 left over from the 90th celebrations and would like to donate this to the Events Working Party. Cllr Hughes proposed that a separate bank account be set up under the name SEPC Community Events Fund wording to be determined by Clerk and Chair. Same signatories and regulations. Same bank stem as existing accounts and separate cheque book. Cllr Waine second. No further proposals. All agreed.

- **General Reports from meetings since 14th December**

No meetings to report on.

0117/FC1054 **Finance**

Payments made since the last meeting on 14th December:

Essex Pension Fund	380.57	Bee Brook	264.00
Bee Brook (Christmas tree holder)	120.00	Petty cash	14.78
Office Service charge	40.00	BDC – minibus	75.00
Tesco vouchers (staff & 1 for Christmas)	70.00	Padlock keys	6.60
Speedprint (WoSE)	598.00	Christmas Event	518.03

Payments to be made:

Essex Pension Fund	380.57	Refuse truck	200.40
Bee Brook	264.00	Petty cash	16.11
Office Service charge	40.00	Minibus	100.00
ECC (L/Club meals)	878.98	Key cutting	5.10

All agreed.

Bank Balances

Current Account	£ 5,085.66
Deposit Account	£25,611.44

Budget 2017/18 – Draft budget presented to Members for Consultation

As agreed at the last meeting (1216/FC1043) the Chair, Vice-Chair and the Clerk met on 9th January to prepare the draft budget for presentation and consultation to Full Council this evening.

The budget was discussed and Cllr Hughes proposed a precept figure of £58,360 for Budget 2017/18. Cllr Bugg second. No further proposals. Vote: All in favour.

The Clerk confirmed that EALC have stated that the government has decided not to impose council tax referendum principles to Parish Councils for 2017/18.

The Clerk also confirmed that the new bank mandate has been approved by Co-operative Bank – remove Cllr Ashford and add Cllr Galley.

0117/FC1055 **Defibrillator - Potential location**

Cllr Hopkins was not present at this meeting. Clerk to send funding details to Cllr Hopkins. Discussion followed and an ideal installation point was thought to be at the entrance to Valentine House. Agenda item for February/March.

0117/FC1056 **Joan Lyon Memorial**

Cllr Galley has been in discussions with BDC about proposals for a memorial but the issue is going to be if ECC land is chosen, i.e. the Silver Street triangle. BDC land would be preferable.

All agreed that the Silver Street triangle would be preferable due to location and accepted that it will take longer. Clerk to investigate via BDC's definitive map to confirm ownership.

Cllr Vickers questioned whether parish money should be spent on an item such as this without consultation with the general public, therefore ascertaining whether or not they have a better suggestion of where to place it and what to put there. It was agreed that an item could be put in WoSE for suggestion of where and what.

Cllr Galley has also had an initial discussion with Bee Brook who have confirmed that they are happy to assist with a design but agree that simplicity is the key with low maintenance.

0117/FC1057 **SEPC Office – discussion regarding the lease and insurance**

Cllr Galley asked if any interests need to be declared due to 4 Members being SEHS representatives. Cllrs Bugg, Waine, Nesbitt and MacDonald all declared due to the membership to SEHS.

During the Christmas period discussions took place regarding the Drama Group's request to use the room for the Dame to change in. Since the last meeting (1216/FC1041) SEHS held a meeting and informed SEPC that they would only agree to the room being used if both the Drama Club and SEPC indemnified them for any loss or damage. As agreed at the previous meeting a decision needed to be made before this meeting due to time constraints and an email discussion took place in an attempt to reach agreement. After lengthy discussions, there was a greater proportion of Members in favour of the Drama Club using the room, hence a decision was made. The Drama Club have confirmed that they understand all of the points relating to security and will ensure that the room is locked when unoccupied and that only the Dame and her dresser will have access.

These discussions led to the Chair, Vice-Chair and Clerk reviewing the lease and insurance. The important issues to note are:

- The lease is solely between SEPC and BDC.
- The room is referred to as an Office and Heritage Centre.
- There is no joint use at all, other than where SEPC allow use of the room, without charge.
- As such SEPC are liable for basic contents insurance.

Cllr Ashford went through all of the above.

Discussion took place re SEHS' desire to provide insurance for artefacts and any of their contents should they be removed from the room and their need to provide public liability insurance for any activity outside of the room.

Cllr Galley asked SEHS to ensure that the Clerk is aware of when they are using the office. It was agreed that a diary of use would be kept and managed by the Clerk.

Holding of the keys is proving an issue and has caused problems recently. All agreed that the Clerk will get another set cut for Chair/Vice Chair to hold.

A discussion was held about the key pad and whether or not to change the numbers but it was agreed that the code is not well known generally so no real need to do so plus there is a key lock to back this up.

Cllr Ashford voiced his concern over the amount of time that has been spent on this issue. For the future, there needs to be a procedure in place when decisions on use of the room can be agreed. Cllr Ashford proposed that 3 members can make a decision – Chair, Vice Chair and one other. Cllr McDonald second. Vote: All in favour apart from Cllr Hughes' abstention.

0117/FC1058 **Items for the agenda in February**

Cllr Galley – The future of the Silver Street Pavilion.

Next Full Council meeting to be held on Wednesday 8th February. There being no further matters to discuss the Chair called the meeting to a close at 10.18pm.