

SILVER END PARISH COUNCIL

Minutes of the Full Council meeting held on 11th October 2017 in the Parish Council Office, Silver End Village Hall.

Present: Cllr Galley (Chair,) Cllr Ashford (arrived during 1017/FC1184,) Cllr Bugg, Cllr Waine, Cllr Hopkins, Cllr Hughes, Cllr Murray, Cllr Vickers, Cllr Hayward, Mrs Temple (Clerk,) and 3 members of the public (2 left before 1017/FC1179 and the last after 1017/FC1191.)

1017/FC1177 **Apologies for absence:** Cllr McDonald, Cllr Ashford (for late arrival) Cllr Abbott and Cllr Bowers.
Absent without apologies: Cllr Fecitt.

1017/FC1178 **Declarations of Interest** by Members in respect of any items on the agenda.
Cllrs Galley, Ashford and Bugg– 1017/FC1192

The Chair asked Members for permission to move the item regarding the pavilion up the agenda as two members of the public are present. All agreed.

1017/FC1192 **Consideration to be given to a request from FCPA to include a budget item for 2018/19 for a contribution towards the Pavilion. Additionally, consideration to be given to a planning request**

Cllrs Galley, Ashford (not present at this point) and Bugg declared an interest.

The 2 members of the public reported that Sue Shephard from RCCE attended the last meeting regarding the Pavilion. She put it to them that they might consider approaching SEPC to consider a donation in the next budget, 2017/18. They are aiming to get a lease from BDC and will need this checked legally although they have no idea of costs at this stage. Cllr Hughes checked that they are looking for funding to cover these costs and not for the building itself at this stage. They are looking at all options funding wise and it is thought that the work will be in 2 phases. The initial internal alterations to reconfigure the existing area will be phase 1. Phase 2 being the extension. Aim for the building to open and be ready for use from September. Looking for item to be considered within the budget.

The ladies were thanked for their attendance and they both left the meeting at this point, leaving 1 member of the public. The meeting resumed in its original order.

1017/FC1179 **Members of the public** are given an opportunity to speak at this point, but the one remaining member declined.

1017/FC1180 **Minutes of the last Full Council Meeting** were agreed and signed as a true record of the meeting.
Matters arising:

The **Clerk** reported that:

- Bee Brook has sent their apologies, but their supplier no longer provides large Christmas trees and they are unable to help us this year. The Clerk has asked for recommendations of who to approach and they have stated that Oliver's in Earls Colne provide reasonably priced larger trees. The **Clerk** will ask for a quote for a 12 foot tree, stating that it needs to be delivered by the end of November latest.
- The **Clerk** has just received the promised information from Cllr Abbott regarding preferred options for the A120. She will prepare the response as agreed as soon as all of the information is clarified.
- A letter of support for Greener Silver End's funding bid for a path for the Community Woodland was sent and a letter of thanks received from them.
- An email has been sent to Karen March from the Children's Centre regarding them arranging hire of the hall for the Christmas Event. An answer has been requested in time for next week's Working Party meeting.
- Hire a Hall are considering their options regarding the local youth gaining access to the hall in the evenings and will notify SEPC once they have a response. The Clerk has spoken to Lee Mullan from Karate who is still encountering problems but has not yet received any reassurances from Hire a Hall.
- Clean Team notified of graffiti is Skate Park and fly tipping on Broadway Court.
- Joscelyne Chase are making a site visit to view the parking lines by the doctors and will then report back.

1017/FC1181 **Report from District/County Councillors**

In his absence Cllr Abbott sent the following update:

- The Highways Panel meeting on 21st September was as expected – we cannot proceed to approve new schemes until the 2018/19 funding is available. I have not heard back re the loop surveys yet but would expect the results are due soon.
- The Panel did discuss village gateways and I thought it might be helpful for SEPC to have the full minute of what was discussed/agreed – Members of the Panel were requested to consider whether the Panel should support requests for 'gateway signs' at the entrances to villages/towns to be funded from the Panel's budget. It was noted that the Panel had agreed in the past not to support such requests and Parish/Town Councils were required to finance the signs themselves. It was reported that requests for 'gateway signs' were validated by Essex Highways, who determined whether the signs could be erected on the highway. Whilst it was the policy of Essex Highways to permit such signs, their ability to reduce the speed of approaching vehicles was considered to be dependent on location. Parish/Town Councils were expected to fund the provision of the signs, although some part funding could be available. Members agreed that in future the Panel

should consider requests for 'gateway signs'. However, the Panel would not normally support the funding of these unless there were overriding road safety issues, which a highway engineer had confirmed could be mitigated by the provision of a 'gateway sign'. If there were mitigating circumstances, the Panel would recommend that the Cabinet Member for Highways should consider the request.

- I am meeting at the end of the month with the LHP liaison officers re the scheme for dropped kerbs and new drainage at the junction of Broadway and Francis Way. They say they may need to make some adjustments, but I don't know yet what that might involve.
- You may have already had notice – but if not – there are quite a few works items that have come up on the ECC roadworks notices for the village through October. Most are BT and involve traffic control 2 way working or give and go working. Should not be a major issue hopefully.
- Re the waste site, there was a well-attended meeting in Coggeshall on September 29th. At the meeting, ECC officers said they were unlikely to take the application for a taller stack to committee until November, even possibly as late as early next year - and that they had appointed independent landscape experts. That was encouraging as one thing that leapt at me when reading the Gent Fairhead material was their wholly unrealistic appraisal of visual impact of a 58m high and 7m wide mirrored finish stack and as Silver End is the closest village to the site, with the conservation area and listed buildings, clearly that is important.
- I note that the rangers jobs I have submitted this summer have not been done, including for Silver End. I have raised this with LHP officers and there does not appear to be any particular reason being given other than it is up to the rangers as to which jobs they do, which is a bit worrying on face value. I will chase to get the work done.

1017/FC1182 **Planning Applications**

Application No: 17/01804/NMA Annexe at Rascasse, Sheepcotes Lane

Non-Material Amendment following 16/00484/FUL to extend proposed weatherboarding down to window sill level in lieu of render

No comments sought

Applications received after agenda setting

None

Notification of applications granted/refused

17/01239/FUL	34 Abraham Drive	Erection of two storey side/ rear and single storey rear extensions	Granted
17/01266/FUL	7 Francis Way	Replacement windows	Granted
17/01076/VAR	Land W of Boars Tye Rd	Application of variation of conditions	Granted

1017/FC1183 **Correspondence**

Waste and Recycling, BDC – would like to schedule some recycling roadshows to raise awareness on recycling, waste minimisation and side waste. Request to join any local fetes, ideally in a busy location. Christmas Event initially. Noted.

Parish Co-ordinator, BDC – Art of the Possible festival wants to celebrate good things in communities in Essex. Request details of feel good events from 14-31st October. Noted.

BDC – Funding Fair on Thursday 19th October 2-7pm at Causeway House. Noted.

A12/A120 teams – acknowledge the importance of getting the new routes right. Aim to hold a second public consultation to allow a further opportunity to have your say. This is expected in Spring 2018, but the delay is not thought to affect the first phase construction which is still anticipated in 2020.

Greener Silver End – Bulb planting to take place on 28th October from 10am-12noon, meeting outside St Francis Church. All welcome to come and help plant. Noted.

ECC – Public Consultation on proposed changes to the Mobile Library Service from 19th September until 6th November. Noted.

Silver End School – request to attend a meeting with SEPC to discuss their plans to start a history project based on the village.

This has not yet been received but once it arrives the **Clerk** will invite them to attend whenever suits them.

1017/FC1184 **Reports**

- **Police**

Ad hoc reports emailed to members by the Clerk

- **SEPC Project Plan**

Grooms lane pathway – **Clerk** to write to Paul Partridge to get him to look into it and liaise with the resident.

- **WoSE – Adoption of Advertising Policy**

Cllr McDonald sent a copy of the draft policy to all Members. Cllr Hughes proposed adoption and Cllr Hopkins acted as second. No further proposals and therefore taken to the vote. All in favour.

Cllr Ashford arrived at this point.

Cllr McDonald reported in his absence that ideally an extra 4 pages will be needed for this edition for which Sam is getting costs from the printer. Cllr Hughes proposed that the Clerk investigate costs and if under an additional £100 then allow her to agree on this one occasion as we need to budget for it. Cllr Ashford second. No further proposals. Vote: All in favour.

- **General Reports from meetings since 13th September**

Cemex Meeting - In his absence Cllr McDonald sent a report of the meeting on 4/10. Patrick Wigg thanked SEPC for use of the room. He thanked those that attended the site visits for doing so and hoped they enjoyed their time there and was grateful that comments received were constructive. Next meeting is planned for February. Cllr McDonald asked if he would be able to offer the

room again if required. It was agreed that it would be considered again if requested. Potentially offered funding towards the Pavilion and Joan Lyons Memorial. Cllr McDonald offered his thanks to Cllr Bugg for setting up the room for the meeting along with SEHS displays.

- **ECC/BDC/Co-op frontage/Greenfields reports – update**

The report book was available during the meeting. **Clerk** to add:

- Leicester Court signs have been reinstated.
- Hedging in Memorial Gardens becoming overgrown.
- James Martin at Greenfields has asked the resident at 34 Silver Street to ensure that the hedging is cut back by the end of next week. He will visit to ensure that this is completed and will also speak about the parking on the verge.

Cllr Waive has added some entries regarding Enforcement - Craig Angus and 2 Silver Street.

1017/FC1185 **Finance**

Payments made since the last meeting on 13th September:

Bee Brook	264.00	Office Service Charge	40.00
Petty cash	16.41	Microsoft office subscription	59.99
E-on	232.24	Aon (insurance)	858.60
Essex Pension Fund	434.36	ECC – L/Club Meals	60.00
P&J Taxis	160.00	BDC minibus	25.00
Refuse truck – August 2017	210.00		

Payments to be made:

Bee Brook	264.00	Petty cash	15.45
Essex Pension Fund	434.36	P&J Taxis	160.00
E-on	252.62	Litter Picker supplies	13.75
Firstserv (website hosting)	118.80	Office service charge	40.00
British Heart Foundation	400.00		

Bank Balances

Current Account	£ 5,492.75
Deposit Account	£26,617.13

1017/FC1186 **Consideration to be given to a Memorial to Joan Lyon**

Confusion over who is doing what, but Cllr Galley will contact Mrs Porter, EXX, again to send her original plan over, all it needs is to have the seating location on it. Also reply to her query about the surface and whether suitable for a Conservation Area. And confirm where the footpath is location wise. Various hedging options were discussed but this can be decided at a further date once initial licence is agreed.

In his absence Cllr McDonald reported that he approached Tom Fairhead at the Bradwell Quarry Meeting about any potential funding for the Memorial. Mr Fairhead remembered Joan fondly and suggested that an approach be made to Patrick Wigg via email.

1017/FC1187 **Adoption of an updated co-option process**

The Clerk sent a draft to all members and was asked to make the following amendments:

- Ensure 'Parish Councillor' has capitals in every instance
- Move the need to be PC literate from being a requirement to being preferred.
- Consider adding the ability to ask the applicant questions.

Cllr Murray proposed adoption with Cllr Waive acting as second. No further proposals and therefore taken to the vote: all in favour. Carried. **Clerk** to make the required amendments to the master copy.

1017/FC1188 **Traffic Calming Measures – following speed loops**

The Clerk confirmed that she would move this item to a future agenda once the results of the speed loops are received.

1017/FC1189 **Defibrillator – Planning and Installation**

The Clerk reported that Natalie Banks has confirmed that Planning Permission is not required for installation on the front of Valentine House. **Clerk** has contacted Lynda Ince there and is waiting to hear how they would like to proceed.

Consider getting training if available consider coinciding with a local fayre in the village.

1017/FC1190 **Bus extension proposals**

In his absence Cllr Mc Donald reported that he has written to Stephenson's and Essex County Council to investigate the possibility of extending the bus service and has notified the member of the public who raised the initial request to keep her up to date. The Clerk will await notification from **Cllr McDonald** before adding the item to the agenda again.

1017/FC1191 **Consideration to be given to refurbishment and conversion of the existing toilet and washroom adjacent to the Parish Council Office**

Cllr Waive stated that the toilets are not in a great condition and could be deemed not fit for purpose. Would like to see it converted into a kitchenette with one toilet that is ideally accessible by the disabled. He understands that EALC have money available for such projects. Cllr Ashford stated that it should be BDC's responsibility to make alterations and that SEPC only have it's use as an added facility. **Clerk** asked to contact BDC/Hire a Hall and explain situation and see if they have any suggestions.

The last member of public left the meeting at this stage.

1017/FC1192 **Consideration to be given to a request from FCPA to include a budget item for 2018/19 for a contribution towards the Pavilion. Additionally, consideration to be given to a planning request**

This item was discussed earlier in the meeting and it was agreed that their committee should apply for funding once they know how much they need.

All agreed that as a parish council support is offered for an additional community space.

1017/FC1193 **Review of new transportation arrangements for the Luncheon Club**

The Clerk has been in touch with Helen Thomson from the Luncheon Club who is very happy with the new arrangements. So far everything has gone without a hitch and she hopes that this will continue. She is also grateful to Bill Tearle for his help in setting up the tables etc.

Cllr Galley agreed to attend on 20th October to inform them of the price increase. Cllr Ashford proposed increasing to £2.20 from 3rd November. Cllr Hughes acted as second. No further proposals. Vote: All in favour.

1017/FC1194 **Items for the agenda in November**

- Christmas Tree
- Co-option of new councillor

Next Full Council meeting to be held on Wednesday 8th November

There being no further matters to discuss the Chair called the meeting to a close at 20.56pm.