

# SILVER END PARISH COUNCIL

## Minutes of the Full Council meeting held on 14<sup>th</sup> June 2017 in the Parish Council Office, Silver End Village Hall.

**Present:** Cllr Galley (Chair,) Cllr Ashford (arrived late after 0617/FC1117,) Cllr Bugg, Cllr Hughes, Cllr Hayward, Cllr McDonald, Mrs Temple (Clerk,) Cllr Abbott (left after 0617/FC1117) and 1 member of the public.

0617/FC1111 **Apologies for absence:** Cllrs Waine, Hopkins, Vickers, Fecitt, Bowers and Cllr Ashford apologised in advance for his late arrival.

**Absent without apologies:** None.

0617/FC1112 **Declarations of Interest** by Members in respect of any items on the agenda.  
None given.

0617/FC1113 **Members of the public** are given an opportunity to speak at this point, however the member of the public present was invited to take part in the following agenda item.

### 0617/FC1114 **Window on Silver End**

Cllr McDonald welcomed Sam Redmonds to the meeting with a view to talking through the possibility of her taking over collation of WoSE. He has met her briefly in advance of the meeting to explain what is involved. She has been given the option to change the format of WoSE if she wishes to do so in the future.

She stated her thoughts:

- Put an update out through social media asking for ideas of what is wanted in the magazine, especially before the first edition.
- Suggested 3 magazines, rather than 4, a year as this will help to avoid Christmas and the New Year.
- She has enjoyed the magazine in the past but has heard that some people don't even look at it.
- Query re the number of pages. All agreed that SEPC are happy to run with her decision, assuming it is no larger than it has currently been and that any decrease needs to be by 4 pages at a time.

Cllr Galley stated how grateful SEPC are that she has stepped forward and he is looking forward to seeing what is produced. She will get started on Saturday by emailing all contacts.

It was suggested that updates can be made at regular meetings. Cllr Bugg has notified Speedprint to let them know that the magazine might be starting again. Cllrs McDonald, Hayward and Bugg have all agreed to continue to support her as a working party.

0617/FC1115 **Minutes of the AGM** were agreed and signed as a true record of the meeting.

**Minutes of the last Full Council Meeting** were agreed and signed as a true record of the meeting, taking into account the following:

- General Reports – should read 'Francis Crittall Pavilion Association.'

#### **Matters arising from Full Council:**

The **Clerk** reported that:

- Cllr McDonald has arranged dates for site visits to the Quarry for 22/6 and 26/6. Clerk asked to change to the 26/6 if possible.
- Following a site visit between Cllrs Galley and Bugg, Nick Day, BDC, has agreed to re-stock the herbaceous borders in the autumn.
- The issues with results being misplaced after being sent to different doctor's surgeries appears to have been rectified following confirmation from Susan Wray the Practice Manager.
- The **Clerk** has requested previous minutes from BDC relating to the future of the Crittalls site (0517/FC1104.) She will chase if that do not appear shortly.
- Confirmation was sent to BDC regarding the S106 monies but she has heard nothing further at this stage (0517/FC1104.)
- A proforma for measures to reduce speeding throughout the village has just been completed (0517/FC1091.)
- Nick Day has been approached to investigate enforcement in the case where verges are protected (0517/FC1091.) He assumes it is the NW Essex Partnership but will attempt to find out.

Cllr McDonald reported that he has had no contact yet with the Practice Manager at the Surgery regarding forming part of a patient group.

### 0617/FC1116 **Report from District/County Councillors**

Cllr Abbott –

- No change for Silver End following the elections. He is still on the same committees.
- Cllr Bass has retired, Cllr Grundy has taken his place with Cllr Mitchell as his deputy, who is from Kelvedon.
- LED streetlights slowly being brought into the village, especially for replacements. He has asked for them to be powered down at night time as they can be individually controlled.
- Local Plan consultation starts 16/6 but no event planned for Silver End. He will raise this and if it doesn't happen he will arrange a meeting himself.

- Grass cutting is very poor in the area which he has raised.
- LHP meeting in July. All money spent for 2017/18.
- Speed limits – Scott Properties and Gladman’s proposed extensions to 30mph have been rejected.
- Recommendation for A120 due in the next month or so.
- Defibrillator – he is happy to assist financially.

Cllr Galley added that the Planning Inspectorate has written to him following his comments regarding Gladman site but states that there is nothing that they can do.

The Chair thanked Cllr Abbott for his report.

**0617/FC117 Resignation of Mrs Nesbitt**

As reported to May’s Full Council (0517/FC1099) the Clerk received Cllr Nesbitt’s resignation too late for inclusion on the agenda. Therefore, members were asked to give it due consideration at this point.

Cllr Galley proposed a reluctant acceptance stating that Mrs Nesbitt has a lot to offer the village and the parish council and is a loss to the latter. Cllr Hughes acted as second.

Vote – all agreed. The **Clerk** will write with thanks.

The **Clerk** will notify BDC of the resignation to allow them to start proceedings for advertising the casual vacancy with the potential of an election.

Cllr Hughes encouraged Members to approach residents to Co-opt as he would like to see a full compliment.

**Agenda for July** to discuss the possibility of Co-option of additional Members or considering variation of Member numbers.

Cllr McDonald stated that he is not in favour of a reduction due to the future increase in housing within the village.

Cllr Ashford arrived at this point and Cllr Abbott was thanked for his time and left the meeting.

**0617/FC1118 Planning Applications**

**Application No:** 17/01014/HHPA 136 Francis Way

Erection of single storey rear extension. Prior approval for larger home extension, therefore information only and no comments sought

**Application No:** 17/01022/T56 Temple Lane

Installation of 12.5m Pandora replica telegraph pole and 1 equipment cabinet

Objection – not appropriate at this site

**Application No:** 17/01036/FUL 28 Grooms Lane

Erection of single storey side and rear extension

No objection

**Application No:** 17/00880/FUL 25 Francis Way

Erection of two storey rear extension

No objection

**Application No:** 17/00781/FUL 56 Temple Lane

Replacement windows to front and side

Objection - contravenes with conservation guidelines

**Applications received after the agenda was set**

**Application No:** 17/00904/FUL 11 Silver Street

17/00906/LBC

Erection of single storey flat roof rear extension

No objection assuming materials used fall within the Conservation Guidelines

**Notification of applications granted/refused**

17/00127/TPOCON	Craig Angus, Boars Tye Rd	Tree works	Granted
17/00596/FUL	24 Abraham Drive	Erection single storey front and rear extensions	Granted
17/00618/FUL	43 Francis Way	Replacement windows	Granted
17/00659/HHPA	13 Crittall Close	Erection single storey rear extension	P/Perm Rqd
17/00718/AGR	Brook Farm, Bristol Court	Erection of barn	P/Perm Rqd
17/00314/FUL	18 Manor Way	Erection single storey front extension	Granted
17/00439/FUL	17 Walter Way	Demolition of garage and erection of 2 storey	
		Extension, internal alterations and front canopy	Granted
17/00595/FUL	17 Francis Way	Demolition and replacement of garage	Granted

**0617/FC1119 Correspondence**

BDC – Charity golf day 19/7 at Colne Valley Golf Club. (£190 for a team of 4.) Noted.

BDC – Next Breakfast Briefing on 21/6, 9.30am at Causeway House. Discussing Choice Based lettings. Noted.

Member of the public – copied into ECC letter regarding the frontage to properties in Temple Lane. Noted.

BDC – breakfast briefing to discuss Local Plan on Wednesday 28/6 from 7.30am at the Essex Golf and Country Club.

Registration online on a first come first served basis. Noted.

Essex Heritage Trust – Spring newsletter was circulated.

BDC – Monthly bulletin circulated to all members.

ECC – invitation to 2017/18 Winter Salt Bag Scheme. Closing date 23/7. The **Clerk** was asked to join.  
BDC – E-Bulletin circulated to all present.  
BDC – Local Plan – consultation begins 16/6 – **agenda item** for July. **Clerk** will forward details.

#### 0617/FC1120 **Reports**

- **Police**

Weekly reports emailed to members by the Clerk

- **SEPC Project Plan**

Include - WoSE - member of the public aims for 1<sup>st</sup> edition in September. Thanks to Cllr Bugg for the introduction.  
Cllr Ashford reported that he no longer has the original information regarding the gateway signs.  
Pathway, Grooms Lane – Cllr Galley is meeting with Andy Potter, BDC next week.

- **General Reports from meetings since 10th May**

14<sup>th</sup> June – Transport Representative Meeting, attended by Cllr McDonald who provided a report for all members in advance of this meeting. He highlighted pertinent points to the meeting.

- **ECC/BDC reports – update**

The report book was unavailable during the meeting.

In his absence Cllr Waine asked that it be reported that a street tree outside 29 Silver Street has fallen in the wind and was blocking the grass verge. He has notified both BDC and ECC.

Website – in his absence Cllr Hopkins provided STATS for May 2017 for the website. Cllr Galley read them out. May's figures are down from April.

#### 0567/FC1121 **Finance**

##### **Payments made since the last meeting on 10th May:**

Bee Brook	264.00	BALC membership	24.00
Essex Pension Fund	434.36	Minibus	100.00
Petty cash	15.78	Office service charge	40.00
Parish Assembly refreshments	12.43	E-on	59.32
Greener Silver End (donation)	100.00		

##### **Payments to be made:**

Bee Brook	264.00	Essex Pension Fund	434.36
Petty cash	14.24	CSS – boots for litter picker	40.41
Safety equipment for staff	65.75	Printer ink	76.98
Office service charge	40.00	E-on	263.08

All agreed.

##### **Bank Balances**

Current Account	£ 5,063.23
Deposit Account	£28,616.26

##### **Report from Internal Audit**

The Clerk completed the internal audit with Greta Tew, former Chair of Silver End Parish Council. The only point that she raised was that the payment for the internal artwork for the phone boxes, payable to BDC, should ideally have been paid in full by SEPC and then SEHS paid their half to SEPC.

Other than that, she found all matters in full order and as such the Clerk was then able to send the paperwork to PFK Littlejohn for the external audit. This was in advance of the final date of 12/6.

Members took on board Mrs Tew's comment but agreed that as there is an audit trail they are happy that the Clerk acted correctly and that no further comment be made to the external auditors.

Should Members wish to allow Mrs Tew an audit fee she would like this to be donated to **Silver End Brownies** this year. Cllr Ashford expressed an interest as his daughter is a member. Cllr Hughes proposed a payment of £60, Cllr Galley acted as second.

Vote - all in favour with Cllr Ashford not taking part in the vote.

The **Clerk** was asked to express SEPC's thanks to Mrs Tew.

#### 0617/FC1122 **Installation of a Community Defibrillator**

The Clerk has asked Cllr Abbott for assistance in funding the machine, to include installation costs for a total of £500.

Cllr Galley has contacted Lynda Inch at Black Swan who is happy for the defibrillator to be housed on Valentine House. Cllr Galley will contact her after the meeting to discuss but the **Clerk** will contact Planning to see if planning permission is needed for installation and signage. Ideally to be positioned to the left of the door, if not consider placing on the side of the building.

**Clerk** to apply first for £500 from Cllr Abbott's fund.

#### 0617/FC1123 **Consideration to be given to a Memorial to Joan Lyon**

Cllr Galley reported that he is in touch with ECC. They need to see a specification for the base etc but ideally the existing base for the shelter can be used. This will make the entire process much easier. He invited his contact to a site meeting but she stated that they are not allowed out for meetings any more. He will continue discussions.

#### 0617/FC1124 **Register of Interests**

The Clerk asked all Members that were not present at the AGM to review and sign their Declarations of Interest. This will need to take place again **next month**.

0617/FC1125 **Items for the agenda in July**

Traffic Calming has already been added for August.

Local Plan Consultation.

Number of councillors.

WoSE.

Next Full Council meeting to be held on Wednesday 12<sup>th</sup> July. There being no further matters to discuss the Chair called the meeting to a close at 21.18pm.