

# SILVER END PARISH COUNCIL

## Minutes of the Full Council meeting held on 8<sup>th</sup> November 2017 in the Parish Council Office, Silver End Village Hall.

**Present:** Cllr Galley (Chair,) Cllr Ashford (arrived during 1117/FC1201,) Cllr Bugg, Cllr Waine, Cllr Hughes, Cllr Murray, Cllr Vickers, Cllr Hayward, Cllr Mc Donald, Cllr Fecitt, Cllr Holmes (co-opted during 1117/FC1196,) Mrs Temple (Clerk,) Cllr Abbott (arrived before 1117/FC1201 and left after 1117/FC1202) and Miss Kirsty Brown (Silver End Academy, left after 1117/FC1197.)

1117/FC1195     **Apologies for absence:** Cllr Hopkins and Cllr Bowers. Cllrs Ashford and Abbott both apologised in advance for their late arrivals.  
**Absent without apologies:** None.

### 1117/FC1196     **Application for Co-option onto Silver End Parish Council**

The Clerk reported that a completed application form has been received from Dawn Holmes and that all Members have had the opportunity to view it in advance of this meeting.

The Chair asked Members if they had any questions for Ms Holmes:

- She wrote a letter to the Parish Council following an unsuccessful job application for the Luncheon Club, which one of the Members felt to be inappropriate. Have her views to SEPC now changed? Ms Holmes responded that if anyone found it offensive then she apologised as no personal offense was meant. Cllr Vickers asked the Clerk if the matter was dealt with at the time and the Clerk confirmed that it was resolved verbally.

No further questions. The Chair asked Ms Holmes to leave the meeting at this point to allow a vote to take place:

In favour of co-option: 6 Against: 1 Abstention: 2. Co-option carried.

Cllr Holmes was then asked to return to the room where she was welcomed onto the Parish Council and to join all Members present at the table. The Clerk asked her to initially sign a Declaration of Acceptance of position to allow her to actively take part in this evening's discussions. She was asked to remain at the end of the meeting to go through the Register of Interests. Miss Brown, Head of Silver End Academy was then invited, by the Chair, to join the table.

### 1117/FC1197     **Members addressed by Silver End Academy to discuss their local history project and community involvement in fund raising for a roof for the swimming pool**

Miss Brown introduced herself and explained that:

- The school became an academy in September.
- They are keen to preserve the history of the school and the village. As such they have used a spare classroom to set up to display archive material. The history of Silver End is being investigated by the children and co-ordinated with Year 6's WW2 topic. SEHS are auditing their resources for them. The Academy is looking for links towards assistance to set up the project. They aim for the project to be launched in hand with their History Week in January.
- She also wanted to discuss the Academy's swimming pool. It was built using funds raised by community. The Academy's long term aim is to install a roof to cover the pool as costs are increasing and this would help it to be self-sufficient. A cover would allow them year round use. Ideally need £20k and then could hire the pool out and offer for use by the community. Looking for assistance with fund raising ideas/assistance from the community. Looking for grants wherever available.

The Chair commented that he is happy that the Academy is keen to strengthen the links with SEPC.

Cllr Fecitt suggested that Ms Brown makes an approach to Bradwell Quarry to discuss funding plus a local company that may be able to help with reasonably priced supplies. He asked what fund-raising events they are hoping for. Ms Brown replied that ideally there will be some events supported by the community and some events that the community run alongside the Academy. Cllr Hughes asked if there was a timeframe to which she responded that she would like to see it all happen within a year to keep the momentum going. They are currently in the process of looking at costs in more detail. Cllr Fecitt stated that whilst fundraising for the Skate Park a large portion of the monies came from Sport for England/Lottery funding/S106. Cllr Waine offered support from SEHS for the history project.

It was agreed that **the Clerk** will contact Ms Brown to arrange a meeting in the New Year and send any funding opportunities that come through her in the meantime.

Ms Brown was thanked for her time and left the meeting at this point.

### 1117/FC1198     **Declarations of Interest** by Members in respect of any items on the agenda.

Cllr Fecitt – Planning Application (1117/FC1202) at 1 Wood Grove – 17/01967/FUL.

1117/FC1199     **Members of the public** are given an opportunity to speak at this point, however none were present this evening.

1117/FC1200     **Minutes of the last Full Council Meeting** were agreed and signed as a true record of the meeting.

### **Matters arising:**

The **Clerk** reported that:

- She has been in contact with Paul Partridge about the public footpath belonging to a residence in Grooms Lane and will chase again in a week's time.
- She has sent additional dates to Andy Potter about the cleaning of the pond. This is to be as soon as possible.

- The cheque for the defibrillator has been sent to the British Heart Foundation and the Clerk has contacted Lynda Ince again at Valentine House. Ideally the equipment will be installed shortly.
- Cllr Galley attended the Luncheon Club to notify members in person of the price increase to £2.20 from 3<sup>rd</sup> November. He reported that they were all happy with the increase and believes if another is needed that they will understand.
- Mr Howard has cleaned the Memorial Stone twice now and the Clerk has asked him to leave it for the time being in order to allow it to settle.
- Members agreed that as last year's poppy wreath is in perfect condition that a new one will be purchased every 2 years. It was further agreed that the Clerk should make a £20 donation as usual. Cllr Waine was asked to lay the wreath at the service on 12<sup>th</sup> November and he stated that it will be a privilege to do so on behalf of SEPC. He was thanked for this.

Cllr Abbott arrived at this point.

#### 1117/FC1201 **Report from District/County Councillors**

Cllr Abbott was invited to the table by the Chair where he reported:

- On the speculative proposal for 1800 houses in Silver End. It is not an application as such but a proposal. He feels there could be more of this to come. BDC are holding a special meeting on 21/11. If it can't be proved that enough land has been allocated for housing then we can expect this proposal to come forward. He believes we are very vulnerable. Cllr Hughes pointed out that the proposal refers to Silver End as a Key Service village but this is no longer the case. Cllr Abbott agreed the info is out of date. Cllr Waine queried whether future planning applications will be dependent on the decision of which route the A120 takes. Cllr Abbott agreed that he believes this definitely will be the case. Cllr Ashford asked whether a provision for a school and community amenities be insisted upon for this particular proposal to which Cllr Abbott stated that based on the size of the site it will happen without doubt.
- LHP – Broadway/Francis Way junction. They had misunderstood the positioning of the dropped curb etc but it may end up that they are installed at both locations – including an additional one by the bus stop.
- Pavilion – BDC have agreed to submit the planning application. He is supporting the project through the Councillor's Community Grant.

Cllr Ashford arrived at this point.

- He has heard of issues with Hire a Hall about youth access and the hearing loop not working.
- A120 announcement due shortly.
- Factory site – believes there is interest in the site but has yet to receive confirmation. Cllr Bugg reported that he has seen workmen there recently.

The Chair thanked Cllr Abbott for his report.

#### 1117/FC1202 **Planning Applications**

No applications received before the agenda was set.

##### **Applications received after agenda setting**

**Application No:** 17/01893/FUL Chelmwood, Sheepcotes Lane

Change of use to HMO

Objection: Potential future parking issues could force cars to park off site, in a narrow lane, without footpaths. This is due to become a quiet lane so cars need to be kept off the road

**Application No:** 17/01967/FUL 1 Wood Grove

Erection of single storey side extension and porch

Cllr Fecitt declared an interest and left the room at this point. He took no part in discussions at all

Cllr Ashford declared a non-pecuniary interest

No comment

Cllr Fecitt was asked back into the room where the meeting continued

**Application No:** 17/01914/FUL The Manors, Francis Way

Installation of 3 scooter pods

No comment

**Application No:** 17/00353/FUL 68 Silver Street

Tree works - TPO felling due to size

Cllr Waine (Tree Warden) has visited the site and proposed the following objection:

Objection: Recommend reducing the crown as felling is not appropriate on this tree with a TPO. Cllr Hughes second. No further proposals. Vote: 8 in favour 2 against 1 abstention. Objection carried

**Application No:** 17/01915/FUL 41 Broomfield

Proposed single storey rear extension

No comment

##### **Notification of applications granted/refused**

17/01804/NMA Annexe at Rascasse, Sheepcotes Lane Application for Non Material Amendment Given

##### **Consideration to be given to the 1800 property development proposed to the land east of Silver End**

Discussed with Cllr Abbott earlier (1117/FC1201.) Cllr Hughes asked Members if the Clerk should comment that there has been no opportunity to consider this as a parish council or a community as it has been sent directly to the Inspector. On other applications the opportunity is offered to comment numerous times, which we do where relevant and yet this has slipped in

without any opportunity to discuss or question. Cllr Ashford agreed that it is important to be seen to be doing something on behalf of the village and therefore sending a letter at this point should be done. All agreed. The **Clerk** was asked to include:

- Lack of consultation – deemed disgraceful
- Damage to existing community – doubling area and almost doubling houses – no longer a village

Cllr Abbott was thanked for his attendance and left the meeting at this point.

#### 1117/FC1203 Correspondence

Victim Support – in need of volunteers who have at least 4 hours to spare a week to offer practical and emotional support to people affected by crime. Noted.

BDC – Housing options breakfast briefings. Next to be held on Tuesday 5<sup>th</sup> December, 9.30am at Causeway House. Noted.

Joscelyne Chase – notification that from the end of November they will have employed contractors managing the entire Co-op site. Therefore Mr Game will no longer be required to work on this site. Clerk suggested a meeting with the Employment Committee to consider redistributing hours between amenities staff for discussion and agreement at the next Full Council meeting. **Clerk** was asked to call meeting of the Employment Committee in January.

BDC – Notification of submission of the Local Plan on 9<sup>th</sup> October. Copies of the documents can be viewed at BDC or online. Noted

Member of the public – anti-social behaviour behind the village hall. Children have been assaulted and resident's property is being trespassed, there is loud music late at night with drinking on the streets and cars driving at speed. Want Silver End to feel safe again and would like support. They have been in touch with BDC. Several suggestions made of ways to make residents feel safe. Cllr Ashford suggested that some way is needed of preventing public driven access to doctors' surgery after hours. The Skate Park and field were there when houses built. Joscelyne Chase needs to know about cars. Police need to know about anything illegal. That area was covered by CCTV but we believe that some of the posts have been moved and therefore cannot guarantee coverage. Have our support but all we can do is sign post. **Clerk** asked to contact Member of the Public to state that they need to notify the police for every incident as they are the only ones able to access CCTV. **Clerk** to contact Joscelyne Chase about the cars issue to the rear of the Co-op.

#### 1117/FC1204 Reports

- **Police**

Ad hoc reports emailed to members by the Clerk

- **SEPC Project Plan – Christmas Tree**

**Clerk** to make the following amendments:

- WoSE change dates.
- Xmas event - update

Cllr Ashford raised serious concerns about the safety of the road. Felt that needed to meet earlier in the year to organise this. Cllr Hughes stated that more marshals are needed to keep children safe to which Cllr Galley agreed and asked the **Clerk** to ask Paul Partridge, BDC, for additional hi-vis vests urgently. Cllr Hughes suggested that the children cross where there is only one road, such as by shops. Cllr Galley suggested that questions need to be asked at the next working party meeting (23/11) about safety and the risk assessment as this should have already been reviewed by the working party based on last year's event. Cllr Galley stated that he is not happy with the situation generally.

**Clerk** to add Cllr Holmes to the project plan as she would like to be involved in this event next year.

The Chair reminded Members that the cost of a Christmas Tree has already been budgeted for but that 3 quotes had been sought as this is the first year that one has been purchased. These came in as follows:

- Christmaswrappedup – 15 foot tree - £150 + £30 delivery
- Slamseys Farm – 12 foot tree – nordman £120 + £10 delivery or spruce £80 + £10 delivery
- Oliver's Nursery – 15 foot tree £200 incl. delivery.

Cllr Ashford proposed 1<sup>st</sup> quote, Cllr Fecitt stood as second No further proposals. Vote: All in favour. Carried.

The **Clerk** will order and request delivery for 27/28<sup>th</sup> November.

- Cllr Hughes reported on the footpaths walks - one of them is ready to send through to the Clerk/website. Cllr Murray is happy to assist Cllr Hughes on this project.
- Jubilee stone – mark as completed. To be cleaned annually.
- Grass verge protection – no further news although Cllr Waive has chased.
- Cllr McDonald asked the Clerk to make sure the bus service is back on the plan – appears to have fallen off the bottom. No reply to his previous emailed query. Letter of thanks from the original complainant received.
- **WoSE – Amendments to Advertising Policy**

Following a short meeting on 24/10 following the print of the latest edition of WoSE (attended by MG, BT, AB, JH and KM being absent) it was thought that the following additional amendments could be included in the policy:

- Editions must be a maximum of 24 pages, unless for a special edition, where additional pages and their known cost must be agreed at Full Council prior to collation.
- The nominated WoSE working party must meet regularly with the collator in the parish council office and report back to every Full Council Meeting.
- Every edition must be proof read by the nominated WoSE working party, before agreement is given by them to go to print.

Cllr McDonald proposed these amendments/additions with Cllr Galley standing as second. No further proposals. Vote: All in favour. **Clerk** to send new copy to all.

Other matters raised for consideration were:

- The WoSE working party need to ensure that the policy is given to and gone through with Ms Redmond
- The future of the magazine should be reviewed again and public opinion gauged
- Is the current format the most relevant – consider technology?

The Chair asked all members to think about this and discuss at **January's meeting** to consider all matters further. **Clerk** to make an agenda item.

Clerk and Chair agreed to the additional amount of £28 over the agreed additional £100 allowed for the Clerk to spend above the amount.

Cllr McDonald agreed that it was unfortunate what had happened but didn't want to take away from Sam Redmond and all of her hard work as it was a great addition of the magazine. Cllr Waine agreed that she did a fantastic job and the end result was impressive. All Members agreed. **Clerk** to pass thanks on to Sam Redmond. Cllr Ashford proposed the Clerk send her a bunch of flowers (max: £30) with Cllr Galley acting as second. No further proposals. Vote: All agreed.

**Clerk** to add Cllr Murray to the WoSE working party.

- **General Reports from meetings since 11<sup>th</sup> October**

None.

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

The report book was available during the meeting. The Clerk asked for confirmation of whether the hedging has been cut back sufficiently at 34 Silver Street. Cllr Galley confirmed that it has all done, although there was a lot of debris on the ground.

1117/FC1205

**Finance**

**Payments made since the last meeting on 11<sup>th</sup> October:**

Bee Brook	264.00	Petty cash	15.45
Essex Pension Fund	434.36	P&J Taxis	120.00
E-on	252.62	Litter Picker supplies	13.75
Firstserv (website hosting)	118.80	Office service charge	40.00
British Heart Foundation	400.00	HMRC	1884.04

**Payments to be made:**

Bee Brook	264.00	Petty cash	14.12
Essex Pension Fund	434.36	P&J Taxis	160.00
Laptop keyboard	12.99	Poppy wreath	20.00
E-on	218.76	Speedprint (WoSE)	727.00
Office service charge	40.00	Christmas lights	100.00 max

**Bank Balances**

Current Account	£ 4,012.12
Deposit Account	£19,617.13

1117/FC1206

**Consideration to be given to a Memorial to Joan Lyon, including bench design**

Olive Porter, ECC, has all of the information that she requested about the area and the specification. Cllr Waine has established that the original bench that was discussed and agreed by SEPC is no longer in production. He passed around details of an alternative and all agreed that the galvanized steel option was the best one.

Cllr Gallery reported that he has received an update from Ms Porter stating that the information has gone to ECC's Legal Dept. and should be about 6 weeks until the licence is granted. We can now apply for phase 2 - planting. Cllr Waine suggested hedging that he will apply to Ms Porter for. Agreed.

1117/FC1207

**Review of Luncheon Club Transportation**

The Clerk confirmed that she has spoken to the L/Club supervisor who is still very happy with the new arrangements.

1117/FC1208

**Members to consider any items raised/decisions to be made during item 1117/FC1197**

Cllr Ashford declared an interest.

Cllr Galley stated that it had been a good discussion and ideal to see the school wanting to re-build a relationship with SEPC.

**Clerk** to write to the school to offer support on both matters and organise a date for January for Cllr Galley to visit.

1117/FC1209

**Consideration to be given to Silver End Drama Group's request to use the Parish Council's office as a changing room for the pantomime**

The Clerk reported that she has received a request from Mr Derek Hopkins asking for use of the room once again this year. The pantomime takes place from Wednesday 17<sup>th</sup> January to Saturday 20<sup>th</sup>. All agreed and the **Clerk** was asked to write to Secretary of SEHS notifying them of use.

1117/FC1210

**Items for the agenda in December**

Cllrs Galley and Ashford offered their apologies.

Cllr Waine asked if members would like Mrs Waine to cook some Christmas bits. It was agreed that this would be very much appreciated and thanks offered. The **Clerk** will include a short break in the agenda.

Next Full Council meeting to be held on Wednesday 13<sup>th</sup> December

There being no further matters to discuss the Chair called the meeting to a close at 10.06pm.