

SILVER END PARISH COUNCIL

Minutes of the Full Council meeting held on 13th December 2017 in the Parish Council Office, Silver End Village Hall.

Present: Cllr Hopkins (Acting Chair,) Cllr Waine, Cllr Hayward, Cllr McDonald, Cllr Holmes, Cllr Hughes (arrived before 1217/FC1217,) Mrs Temple (Clerk) and Cllr Abbott (left before 1217/FC1214.)

1217/FC1211 **Apologies for absence:** Cllr Galley, Cllr Ashford, Cllr Murray, Cllr Fecitt, Cllr Vickers, Cllr Bugg, Cllr Bowers and Cllr Hughes for his late arrival.

Absent without apologies: None.

Due to apologies received from both the Chair and the Vice Chair, a proposal for an Acting Chair for this meeting was required before the meeting could continue.

Cllr McDonald proposed Cllr Hopkins, with Cllr Hayward acting as second. No further proposals, therefore taken to the vote – all in favour.

1217/FC1212 **Declarations of Interest** by Members in respect of any items on the agenda. None offered.

1217/FC1213 **Members of the public** are given an opportunity to speak at this point, however none were present this evening.

As Cllr Abbott had other meetings to attend this evening the Acting Chair asked for Members agreement to move his agenda item up to allow him to speak and then leave. All agreed.

1217/FC1215 **Report from District/County**

Cllr Abbott reported:

- A120 route decision deferred. Delegated authority been given to one councillor alone to which Cllr Abbott objected. However the objection was dismissed. Option A has been dropped.
- Good news regarding the Pavilion as BDC has agreed to a £40k input to the project. Can really move forward now with many thanks for this.
- LHP. New plans to go in before end of December. Meeting in January. He has applied for a 40mph limit for the Silver End to Rivenhall Road in an attempt to reduce speed and is meeting an ECC Officer next week to investigate.
- Mast has been agreed on Temple Lane.
- County Meeting discussed gritting policy – concern about all smaller roads and pathways. Great job in some places but very dangerous elsewhere. Cllr Holmes reported that residents have fallen over outside the Co-op. Cllr Abbott stated that this is private property and therefore the responsibility lies with the owners and the management company.
- Great evening at the Christmas Celebration and Cllr Hopkins thanked Cllr Abbott for his attendance.

Cllr Abbott asked if there were any questions – Cllr Waine reported that the surface of Boars Tye Rd, particularly from Wood Grove to Temple Lane, is starting to wear badly and the noise created by cars is increasing. Cllr Abbott confirmed that he will investigate. He will also look into the problems with flooding by the Chinese Takeaway.

Cllr Abbott left the meeting after being thanked for his attendance and report. The meeting returned to its original order.

1217/FC1214 **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 touch with Jocselyne Chase regarding the Co-op site. Firstly, to raise the issues of speeding cars to the rear of the site which has since been passed onto the owners. Secondly about the litter issues. Since being asked to no longer maintain the site the bins do not appear to have been emptied other than by the Clean Team on at least 2 occasions. She awaits a response but has put an explanatory notice for the public, in the board, including their contact details.
- Paul Partridge was unable to provide hi-vis vests for the Christmas Event, so as a matter of urgency, to ensure the safety of the public, the Clerk and Chair agreed that an additional 8 be ordered with SEPC printed on the rear.
- The Christmas tree was delivered on 27th November.
- The WoSE Advertising Policy has been sent to all Members.
- The footpath at 57 Daniel Lane has been discussed between Cllr Galley, Paul Partridge and the Clerk and will be made an **agenda item** for discussion in January.
- A meeting about the pond has been arranged for 18th December at 3.30pm with Andy Potter, BDC, John Bailey, the Clerk and invitations as requested to Cllrs Hopkins and Bugg.
- Cllr Hopkins has delivered the defibrillator to the office. Cllr Ashford is liaising with Kev Lay about installation and the Clerk has permission from Lynda Inch at Valentine House to proceed.

1217/FC1215 **Report from District/County Councillors**

This item was discussed earlier in the meeting.

1217/FC1216 **Planning Applications**

Application No: 17/02082/FUL 17 Silver Street
17/02137/LBC

Erection of single storey rear extension

Objection: Material of patio doors not deemed suitable as in contravention of Conservation Guidelines

Application No: ESS/07/16/BTE/22/2&3 Bradwell Quarry

Details pursuant to Condition 22

No comment

Application No: 17/00392/TPOCON 69 Boars Tye Road

Tree works

No comment

Application No: 17/02040/FUL 57 Daniel Way

Single storey front and side extensions

No comment

Clerk pointed out that on the location drawing a public footpath is noted; however this land does in fact belong to the property

Application No: 17/02035/FUL Bower Hall, Western Road

Change of use – unused outbuilding to private commercial cattery

No comment

Application No: 17/01074/REM Land West of Boars Tye Road

Revised plans

Cllr Hopkins declared an interest at this point and took no part in discussions or the decision.

No comment

Application No: 17/01416/FUL 4a Temple Lane

Replacement windows and doors

Objection: In contravention of current Conservation Guidelines

Applications received after agenda setting

Application No: 17/00408/TPOCON Silver End Academy

Tree works

No comment, however if any trees are cut down please consider a replacement planting programme

Notification of applications granted/refused

17/01586/FUL 22 Rachael Gardens Erection of 2 storey front and side extensions Withdrawn

17/01263/FUL 9 Francis Way Replacement windows Granted

17/00781/FUL 56 Temple Lane Replacement windows to front and side Granted

BDC have confirmed that they will no longer send lists of applications granted/refused from the start of the New Year.

At this point the Acting Chair called a short break to enable Members to share Christmas food, kindly provided by Mrs Waine – thanks were passed to her via Cllr Waine.

Cllr Hughes arrived at this point.

The Acting Chair called the meeting back to order after a ten minute break.

1217/FC1217 **Correspondence**

ECC – Essex Energy Switch. This initiative harnesses the power of thousands of potential switchers before the big six energy companies who will compete to offer the best tariff and win the business. The current campaign launched on December 5th and closes on February 13th. A poster has been placed on the board and the Clerk has leaflets. Noted.

Cllr Bugg – letter to withdraw his support of both the Events and Pavilion Working Parties. He believes that he has been left unsupported on the Events Working Party and that his presence and voice is not needed on the Pavilion Committee. His letter was passed around the table for Members to read in full. Cllr Hopkins asked for it to be minuted that Cllr Bugg was an amazing help at the event particularly with the preparation on the day.

A120/A12 consultations – following a winter announcement of the preferred route further Public Consultations are planned for Spring 2018. Noted.

Heads Up Essex – Announce new employability programme called Heads Up. Offers advice, support and mentoring to people with common mental health problems to help them get back into the workplace. Noted.

BDC – form to be completed if there were any known rough sleeps in 2017. It was agreed that there have been none in 2017.

Member of the public – initially contacted to see if, as a member of the Masons, they could help with the funding of the defibrillator. The Clerk responded with thanks that funding had already been approved. He then stated that if there were any other similar future projects then to contact him to see if he could help in any way. The **Clerk** was asked to write to see if funding could be obtained for a weatherproof box for the defib – approx. £500. The British Heart Foundation originally informed Cllr Hopkins that there was a free box available that we could have, however this is no longer available. Without the waterproof box the equipment will have to be installed inside the entry doors of Valentine House, which may cause a delay in an emergency as a member of staff has to open the door.

1217/FC12018 Reports

- **Police**

Ad hoc reports emailed to members by the Clerk.

- **SEPC Project Plan**

Cllr Galley is thought to have stated that he will write a report for the next WoSE,

Remove Cllr Bugg from the Event and Pavilion Working Parties. Cllr Hopkins reported that the Christmas Event went fantastically and was very well attended. The Clerk has written thank you letters to all those noted by Cllr Hopkins.

Memorial Stone – leave on the plan with an annual timescale.

Grass verges – Cllr Waine suggested that SEPC put money in budget for enforcing parking on verges – success in Halstead.

Cllr McDonald reported on the extended bus service proposals – Stephensons contacted - not interested as not viable late at night, however they would consider if ECC offered support. He will chase in the New Year if no response. Change to awaiting response from ECC.

Defib – no longer awaiting funding – installation to be arranged.

- **WoSE**

Agenda item for next meeting as requested by **Cllrs McDonald and Vickers**.

- **General Reports from meetings/events since 8th November**

Pavilion – Cllr McDonald reported that the lease was discussed with 3 options offered by BDC. One includes BDC managing bookings on pitches which they will continue to maintain for the first year. This will mean £15k out of the £40k will remain with BDC to cover this cost. Constitution to be signed off at the next meeting. Looking at passing spaces on the access road.

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

The report book was available during the meeting.

Cllr Waine reported that he has contacted BDC again about Enforcement issues with listed buildings - Clerk has chased too.

He further reported on ECC street lighting, particularly the LED light in Silver Street – it is not painted black and appears taller.

Clerk to chase again stating that all conservation area posts should be black and that the original ones need repainting. It was agreed that the LED lights are on taller poles.

1217/FC1219 Finance

Payments made since the last meeting on 8th November:

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		

Payments to be made:

Bee Brook	264.00	Petty cash	16.78
Essex Pension Fund	434.36	P&J Taxis	120.00
Christmas tree (allwrappedup)	200.00	Staff & volunteer	
BDC Office Service Charge	40.00	Christmas Vouchers	80.00
S Hopkins (flowers for C Hutchings)	30.00	Eon	176.97
Chelmsford Safety Supplies (hivis jackets)	63.94	Key cutting	6.00
Christmas Lights (S Hopkins)	max 100.00	B Temple (Flowers for S Redmonds)	30.00
Microsoft licence	112.00 (+VAT)		

Agreed.

The Clerk asked for authority to upgrade the Microsoft office licence to allow emails to be accessed from both the laptop and the desk top PCs. There appears to be more of an issue with the laptop than simply the keyboard not working but Cllr Hopkins is hopeful that he can repair it rather than replace it entirely.

Bank Balances

Current Account	£ 4,683.95
Deposit Account	£15,617.13

Budget 2018/19 – Proposed Projects to be included for consideration

The Clerk confirmed that BDC have been in touch regarding the Localism Fund and figures stand as £3176 for 2018/19 and £0 for 2019/20. BDC require the completed and certified Precept Form 2018/9 back by 29th January 2018.

Notification of external auditor appointments are confirmed for the 2017/18 financial year – Silver End have been appointed PKF Littlejohn LLP.

The Clerk has received financial details from Denise Lane from the Pavilion Committee. They would like SEPC to consider a contribution of £2000 whilst in the process of setting budget. Cllr Hughes declared an interest.

Cllr Waine suggested a figure for enforcement of parking on verges - £500

Cllrs Galley and Ashford will meet with the **Clerk** to prepare a draft budget to present to Full Council in January.

1217/FC1220 Consideration to be given to a Memorial to Joan Lyon

The Clerk confirmed that she has received the licences for phases one and phase two of the project. Passed to Cllr Waine who stated that there are 35 conditions attached to the licences. Cllr Waine stated that the next stage is to get quotes for the base and put in situ and order the bench. He asked the **Clerk** to show the licences to **Cllr Galley**.

1217/FC1221 **Review of Luncheon Club Transportation**

The Clerk confirmed that she visited the Luncheon Club on Friday for reports on the transportation and the food. Staff stated that everything was working better than it ever had before. The meals are fantastic, and everything is working perfectly with Steve Jones and P&J Cars.

All discussed that an increase in weekly fees could be considered.

Clerk to ask the taxi company if they could consider a reduction in cost to cover a longer-term contract – 3 months until the new budgetary year and then review annually.

1217/FC1222 **Items for the agenda in January**

- Future of WoSE
- Pathway – 57 Grooms Lane
- Budget 2018/19
- Youth Membership - Debbie

Next Full Council meeting to be held on Wednesday 10th January

There being no further matters to discuss the Acting Chair called the meeting to a close at 21.30pm.