

SILVER END PARISH COUNCIL

Minutes of the Full Council meeting held on 10th January 2018 in the Parish Council Office, Silver End Village Hall.

Present: Cllr Galley (Chair,) Cllr Ashford (arrived late during 0118/FC1229,) Cllr Waine, Cllr Hayward, Cllr McDonald, Cllr Holmes, Cllr Hughes, Cllr Murray, Cllr Vickers, Cllr Bugg, Mrs Temple (Clerk,) Ms Redmond (WoSE, left before 0118/FC1227) and 1 member of the public (left after 0118/FC1228.)

0118/FC1223 **Apologies for absence:** Cllr Hopkins, Cllr Fecitt, Cllr Abbott, Cllr Bowers and Cllr Ashford (for his late arrival.)
 Absent without apologies: None.

0118/FC1224 **Declarations of Interest** by Members in respect of any items on the agenda.
Cllr Galley declared an interest in agenda item 0118/FC1228 – planning application 17/02107/FUL.

0118/FC1225 **Members of the public** are given an opportunity to speak at this point.
The member of the public stated that she wanted to sit and listen to any comments made on her planning application.

0118/FC1226 **Minutes of the last Full Council Meeting** were agreed and signed as a true record of the meeting, taking the following into account:

- The Clerk reported that she would be more specific within the Finance item rather than simply stating £100 for Christmas lights. She will stipulate that of the £59.05, £26 was spent on lights and the rest on associated electrical items.
- P&J Taxis should read PJ Taxis.

Matters arising:

The **Clerk** reported that:

- The laptop and the SEPC email system encountered major difficulties over the Christmas period. The Clerk offered a huge vote of thanks to Cllr Hopkins for all his hard work solving the problems. With the new business Microsoft package, emails can be accessed from the desktop, the laptop and the Clerk's phone. In addition, OneDrive has now been installed on the desktop, allowing the Clerk to access all files whether at home or in the office. The issues with the laptop were irreparable but Cllr Hopkins kindly built an alternative which is working perfectly. SEPC would be facing a large bill if it weren't for the generosity of Cllr Hopkins. The Chair offered thanks on SEPC's behalf.
- As discussed at December's meeting a member of the Masons has offered funding assistance with the defibrillator. The Clerk contacted him following the meeting to see if funding could be sourced for a weatherproof box (approx. £500.) He has since responded that he has approached various lodges and has already got £100 and believes that he will raise more in time. He is aware of the timescales involved. **Agenda item for next meeting.**
- The planned site meeting at the pond took place before Christmas where John Bailey discussed his plans to clean out the pond with BDC. Andy Potter has recently been in touch with him asking to view his insurance details and to enquire what date he would ideally like to complete the work.
- She is liaising with school to try to organise a meeting and to confirm dates that meals will not be prepared for Luncheon Club – this is to ensure that L/Club members, the hall and transport can all be given sufficient notice.
- Item 1217/FC1221 – re Luncheon Club transportation. After investigation it was determined that to request a reduction in costs that the tender process would need to be repeated. All agreed that matters should be left as they are and discussed again during Budget 2018/19.

As Ms Redmond was present the Chair asked for Members' agreement to bring the WoSE item up the agenda to enable her to leave directly after. Agreed.

0118/FC1230 **Reports**

- **WoSE – to include the future of the magazine and advertising/fund raising options**

Cllr Galley asked Members to consider whether SEPC are we getting value for money by printing and delivering the magazine to every house in the village. Should consideration be given to placing copies in specific locations and delivering to those that request them? Cllr Murray had a copy of a local magazine that he passed to Ms Redmond for reference. Cllr Bugg had previously mentioned uploading a copy on the website which would bring us into the modern day. Need to consider the best way to move the magazine forward. Need to perhaps put an article in the next edition seeking the views of residents. Need to make allowances for those without internet access. Need to give the village what they want and not what we assume they want.

Ms Redmond confirmed that the deadline for reports the next edition is the 1st February. She was reminded that reports must be fall within the word limit which she thinks will be easier this edition. Additionally, she will not accept any that are too long or in the wrong format. She suggested posting on the Silver End Appreciation Society asking for people's views on how they would like the magazine to be delivered in the future. The Chair asked for Members' agreement to this post: Vote: For:7 Against 2. She

will remove the post if there are any issues. The working party confirmed that there will be regular WoSE meetings with Ms Redmond attending whenever possible. It is hoped that the magazine will evolve as the next few editions are collated. Ms Redmond was thanked for her time and she left the meeting at this point.

The Chair called the meeting backed to its original order.

0118/FC1227 **Report from District/County Councillors**

In Cllr Abbott's absence the Clerk reported briefly on his behalf:

- Next LHP is on 18/1, 6pm at Causeway House. Budget for 18/19 still unknown and the list of approved and waiting schemes is extensive. Good news – flooding drain at Broadway/Francis Way to be dug out by ECC shortly.
- Streetlights – asked County Hall about the roll out of LEDs. They are very bright with high glare and tall poles (height not consistent it appears.) Also poles not black as they should be in conservation areas. He has suggested a policy brought in for rural areas to use softer night lighting and consistency re pole heights, plus black poles in conservation areas. No response yet. He is also chasing ECC about the lights that are out in the village.
- An elderly resident fell on the uneven pathway by the Congregational Church. ECC now agree that half of the pathway is theirs which they will inspect for repairs. He has requested that they reset the paving stones.

0118/FC1228 **Planning Applications**

Application No: 17/02107/FUL 22 & 20 Rachael Gardens

Cllr Galley declared an interest

Erection of front and side extensions at 22. Erection of front elevation porch extensions at 22 and 20

No comment

Application No: 17/02298/AGR Brook Farm, Bristol Court

Prior notification of agricultural or forestry development. Erection of two buildings – steel frame barn and barn style building

No comments sought as for prior notification only

Applications received after Agenda setting

None

Notification of applications granted

17/01074/REM	Land West of Boars Tye Road	Approval of reserved matters pursuant to outline permission
17/01076/VAR		
17/01595/FUL	23 School Road	Parking area to front
17/01516/FUL	27 Valentine Way	Installation of concrete strip driveway across the front garden & drop curb
17/01416/FUL	4A Temple Lane	Replacement windows

0118/FC1229 **Correspondence**

RCCE – appointed by North Essex Garden Communities (NEGC) as Community Enablers for this parish. They will provide information and opportunities to comment on proposals for the Garden Communities. They will also provide feedback to NEGC. The preparation of plans will follow a set process:

- Issues and options
- Preferred options
- Publication draft

The first stage is open for the proposed Garden Community West of Braintree until 22nd January. Noted.

EALC – Local Services Fund (Supporting Communities Fund) supports ideas that enhance and make a real difference to communities. Proposals to come from parish councils and constituted groups – such as community volunteers training, a community café/hub or a handyman scheme. Applications via EALC. Noted.

Cllr Ashford arrived at this point.

Member of the public, via website – raised query and requested guidance about a tree on his property in Francis Court.

Clerk liaised earlier with Cllr Waive, as the Tree Warden, to provide a prompt response stating that there is no TPO on the tree nor is it in the conservation area, but ideally, he should reduce the crown and retain the amenity. Noted.

BDC – request confirmation of SEPC's entry (**Clerk**) for the 2018 edition of the Open Spaces Plan. Village Hall field, Silver Street field and art work where the entry has been left open as far as location and design are concerned. Agreed.

A12 Community Forum – next Forum on 30th January 6.30-8pm at Feering Community Centre. Noted.

Hire a Hall – notification that Luncheon Club is cancelled on 19th January due to the pantomime. Noted.

ECC – ECC & Southend BC adopted their joint Waste Local Plan. Noted.

Priti Patel – Eon has reopened its Energising Communities Fund, applications from registered charities, Community/ Amateur Sports Clubs and Schools. Up to £2000 can be applied for, for full or partial cost of projects such as solar power energy, draught exclusion, sustainable energy workshops and energy education. Noted. **Clerk** to send details to Cllr Ashford re the pavilion.

0118/FC1230 Reports

• Police

Ad hoc reports emailed to members by the Clerk.

Cllr Galley reported that Speedwatch training took place yesterday, attended by him, Cllrs Fecitt and Hopkins. It was only a short presentation but SEPC now have 5 people trained.

• SEPC Project Plan

The Clerk was asked to make the following updates:

- WoSE - change last date for reports for next edition to 1st Feb.
- Christmas Event – add Cllrs Ashford and Bugg to responsibility column.
- Village walks – Cllr Hughes reported that Alan Gray suggested a link to the website with points of interest for use on iphones etc whilst walking. Link it to SEHS site if they are interested in working together. Also plans to liaise with Cllr Hopkins. He will email the original draft walk.
- Jubilee stone – mark as completed and then take off next month

• WoSE – to include the future of the magazine and advertising/fund raising options

This item was already discussed earlier in the meeting. However, Cllr Vickers further reported that she has been discussing potential fund raising with Cllr Galley following some of the negative comments regarding the tree/lights on tree/Co-op lights. Wonders if we can we get the community involved in raising money for lights etc. Maybe through WoSE ask companies to sponsor specific items such as the purchase of the tree, decorating the tree etc. Could have different levels of sponsorship that would give them advertising within WoSE in some way depending on the level paid for. Consider various connotations depending on the funding and what the reciprocating advertising could be. Clerk to make an **agenda item** for the next meeting and discussions can take place to formalise suggestions before the meeting in February.

• General Reports from meetings/events since 13th December

BDC – **Clerk** to invite Tessa Lambert to attend a meeting to come and discuss all outstanding issues.

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

The report book was available during the meeting.

0118/FC1231 Finance

Payments made since the last meeting on 8th November:

Bee Brook	264.00	Petty cash	16.78
Essex Pension Fund	434.36	PJ Taxis	120.00
Christmas tree	200.00	Staff Vouchers	80.00
Microsoft Licence (inc.VAT)	135.36	BDC Office service charge	40.00
HMRC	1999.64	S Hopkins – Christmas lights*	59.05
S Hopkins flowers	30.00	Eon	176.97

Chelmsford Safety Supplies (hivis jackets)	63.94	Key cutting	6.00
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* This amount is split between £26 and the rest for associated electrical items

Payments to be made:

Bee Brook	264.00	Petty cash	18.11
Essex Pension Fund	434.36	PJ Taxis	120.00
BDC office service charge	40.00	Eon	73.60
Key cutting	6.60	Padlock	8.48
Refuse truck	210.00	C Hutchings (Xmas Event)	476.34

Agreed.

Bank Balances

Current Account	£ 4,683.95	Deposit Account	£ 15,617.13
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Budget 2018/19

The Chair, the Vice-Chair and the Clerk presented the budget to Members for consideration, having prepared it preliminarily in advance of this meeting. The Chair pointed out that once again BDC's contribution has been halved and that next year there will be no contribution from them at all. Therefore, it is important to ensure that allowances and provisions are made at this stage.

The following were discussions that took place in relation to the proposed figures:

- Refuse trucks reduced from 3pa to 2 – the service is expensive and shows attempts to reduce costs.
- As SEPC are no longer required to maintain the front of the Co-op there is a monthly loss of £227 in funding and Mr Game has an additional 7 hours pw that he needs to fill with other activities. It was agreed by a vote for which all were in favour, that he should be asked to cover the gardening work in the Memorial Gardens to save the £264 cost from Bee Brook each month. Assuming Mr Game agrees the **Clerk** will notify Bee Brook that their services will no longer be required. Members commented that it is SEPC's responsibility to ensure that the areas under its care are well maintained but that it should be monitored to ensure that standards do not slip – the Chair offered his

services should any additional training be required. If needed a meeting of all amenities staff should be held if a reallocation of hours/responsibilities is required between the three of them.

- A figure of £1800 was agreed for WoSE printing of initially 3 editions however this is currently under review and ways to save money are being considered.
- The **Clerk** will review the Talk Talk contract to see if savings can be made.
- The IT budget was increased to ensure that any software/hardware costs could be met if needed. Also, to ensure that there are sufficient monies to cover business services rather than personal as the latter are no longer supportive enough of SEPC's requirements.
- A request from the Pavilion Committee was discussed at an earlier meeting for £2000 towards the costs of solicitors and other legal matters. Cllrs Galley, Hughes, Ashford and Mc Donald declared an interest at this point due to their connection to the Committee and took no part in discussions or decisions. The remaining Members all agreed to pay the donation due to it's potential benefit to the entire community.
- £500 was agreed for inclusion within the Open Spaces budget for verge protection. **Cllr Waine** reported that he intends to investigate how things are working in Halsted where protective measures are already in place.
- Once all headings were discussed and agreed to by all Members present the Chair asked for a final proposal for Budget 2018/19. Cllr Ashford proposed the budget be accepted with a precept figure of £61,276, taking all of the above into consideration. Cllr Murray acted as second. No further proposals. Vote: All in favour.

The **Clerk** will complete and return the precept form to BDC, to be signed by herself and the **Chair** of the meeting, by 29th January.

0118/FC1232 **Memorial to Joan Lyon**

Cllr Waine mentioned the 35 conditions that are applied to ECC's licences that have been approved, but the Chair believes them to be standard conditions. Quotes are now required so that **Cllr McDonald** can approach Patrick Wigg at Bradwell Quarry to request their help with funding for the base and the bench. **Cllr Waine** will email all the details to Cllr McDoanld and the Clerk. The **Clerk** will request 3 quotes (one of which to be from Bee Brook) for the cost of the installation and groundwork. **Agenda item** for next meeting. Cllr Waine hopes that it will be completed this spring.

0118/FC1233 **Public Footpath owned by private property in village**

It was agreed that this should be left with Cllr Abbott as he has two other pathways that he is liaising with ECC about but may take some time. **Clerk** to diarise a follow up.

0118/FC1234 **Youth participation in Silver End Parish Council**

Cllr Vickers stated she appreciates that SEPC have attempted to encourage youth participation in the past, but with little success. She has been looking at ways to turn things around where we actively try to get involved with the youth, not the other way around. With lots of different youth organisations within the village SEPC could organise a 'mini-meet' with representatives from each group and then a leader of the group could feed back to SEPC to establish what they want rather than what we assume they want. Could send regular feedback to them and maybe include a youth section in WoSE and the website. A representative from the group could be invited to attend Full Council from time to time. Cllr Galley suggested talking to the school initially, perhaps when he meets with Kirsty Brown, and Cllr Vickers can join them. Cllr Vickers is happy to be the Youth Co-ordinator – **Clerk** to add to the project plan. Cllr Vickers asked for the support of all Members – all of whom were very supportive.

0118/FC1235 **Items for the agenda in February**

Defibrillator – weatherproof box required before installation.
Youth Participation in SEPC.
Memorial to Joan Lyon.

Next Full Council meeting to be held on Wednesday 14th February

There being no further matters to discuss the Chair called the meeting to a close at 21.58pm.