

SILVER END PARISH COUNCIL

Minutes of the Full Council meeting held on 14th February 2018 in the Parish Council Office, Silver End Village Hall.

Present: Cllr Galley (Chair,) Cllr Ashford, Cllr Hughes, Cllr Waine, Cllr Holmes, Cllr Bugg, Cllr McDonald, Cllr Murray, Mrs Temple (Clerk,) Cllr Abbott (left after 0218/FC1243,) Cllr Bowers (left after 0218/FC1241) and Ms Redmond (WoSE, left after 0218/FC1240.)

0218/FC1236 **Apologies for absence:** Cllrs Hopkins, Fecitt, Hayward and Vickers.
Absent without apologies: None.

0218/FC1237 **Declarations of Interest** by Members in respect of any items on the agenda.
None offered.

0218/FC1238 **Members of the public** are given an opportunity to speak at this point, however none were present at this meeting.

0218/FC1239 **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 contacted John Bailey to establish whether or not a date has been fixed to clear the pond. He replied that he has run out of time and is currently busy. He therefore aims to carry out the work in November, now that he has gained permission from BDC. The Clerk has diarised this.
- A meeting has been arranged between the Chair and Kirtsy Brown, Head of Silver End Academy on 22nd February at 2pm. The Chair has suggested that he will attend alone for the first meeting but report on ideas regarding youth participation with the intention of Cllr Vickers joining him at the next meeting.
- The Chair has been in touch with Virgin Healthcare regarding the surgery. Further concerns raised that no appointments have been available for two days. There is also the issue that four meetings a year were agreed with the surgery manager, but she has since moved on and therefore we are back to square one. Cllr Galley reported that he received a call today from the Senior Area Manager stating that he has appointed a new manager who started this week. Once settled in they will arrange a meeting. It was further stated that they are keen to get a new doctor in and improve service. **Cllr Galley** will call in April to arrange a meeting.
- BDC have provided suggested dates for the refuse truck in July and January but have mentioned an increase in costs. The **Clerk** has asked for confirmation of the increase before committing to any dates.
- She has been in touch with Tessa Lambert about a new Conservation Guideline. The next stage is to gain photographic evidence of all existing properties and she had hoped to get a student project set up to complete this, but it has fallen through. The Clerk confirmed that Cllr Hughes had offered to complete the photographic record but was waiting for details on a timeframe, a definitive list of properties and confirmation of what form the record should take. The **Clerk** is waiting for Ms Lambert's response. Once the record is complete BDC will get things moving and BDC will push Richard Broadhead at ECC to begin the draft – it is on his job list but she does not believe that he has started work on it yet.

0218/FC1240 **Report from the Window on Silver End (WoSE) Working Party**

Cllr McDonald reported that there have been 3 meetings of the working party over the last month, with Cllr Galley attending the first to see how the meetings proceed. Discussed how WoSE would take shape over the next year. Ms Redmond reported on comments received following her question posted on social media - a small percentage stated that they would happily collect a copy, but most would prefer to continue with delivery. She has received printing quotes from 3 different companies, ranging from £365 to £549. She feels that she is unable to get this edition below 28 pages when 24 have been budgeted for.

Cllr Ashford proposed in the interim that agreement be made to 28 pages for this edition to allow Sam to go to print. In the meantime, go back to printers and ask them to print a copy for consideration to be discussed within the working party as may allow SEPC to go with the cheaper quote and yet have a greater number of pages for less costs. Cllr McDonald acted as second and all were in favour at a vote. Ms Redmond will move forwards with requests to printers.

Cllr Hughes questioned the worth of putting adverts in. Cllr Galley suggested an additional WoSE meeting – all agreed, date to be arranged.

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

0218/FC1241 **Report from District/County Councillors**

Cllr Bowers reported that:

- Local Plan discussions took place – seemed fair on all sides, awaiting decision so that it can then be moved on. He will pressurise re Conservation Guideline
- A120 Forum – next Tuesday, SEPC invited.
- Silver End Pavilion – Draft lease being drawn up – Cllr Ashford will report later. Cllr Bowers stated that he has received very positive reports about Cllr Ashford and his professionalism throughout the process.

Cllr Abbott reported that:

- There were no objections to Rivenhall Place planning application from Rivenhall PC

- Planning enforcement consultation. Puts things into more detail with the current process, but most importantly they only have 2 officers at BDC to cover all matters. This is unacceptable. It is stated that BDC will definitely act on certain issues – however he knows this can not be the case with only 2 officers available.
- Hearing loop in the hall – no evidence that it works. It is also cold in the hall itself. Cllr Ashford reported that Hire a Hall were unaware that they are responsible for loop, they are looking at costs, but it will be very expensive. The heating runs on a very old system which is expensive just to alter the controls – looking at min £10k. System can only be programmed a week in advance so difficult to get it right for hirers.
- Large amount of street lights out in Silver End – over 40 at one point. He contacted ECC and they sent someone out to repair some. County stated that the average time that a light is out is 8 days which Cllr Abbott has informed them is not the case and is not acceptable for rate payers. Also established that those workers that do streetlights also do gritting.
- Pathways – ECC refusing to take on the upkeep of paths that are not theirs. They state that adjoining land owners should agree who is responsible. He will go back to BDC to see if there are any laws that he can fall back on to push this forward.
- LHP – budget remains as 2017/18. 20mph scheme questioned but they told him that there is a policy review of 20mph speed limits due shortly.
- Gent Fairhead applications – photographs are very misleading.
- BDC Precept agreed at 4.99%, meaning a big increase this year.
- Community Councillor grant continuing next year. Useful and positive scheme.
- Positive news about the pavilion.
- He and others lobbied to continue recycling calendars.
- Planning – Sheepcotes Lane – big tree that was felled was for tree that was diseased. The pile driver is covered by planning conditions.
- Local Plan – very concerned about development. New proposals still coming forward. This will hopefully stop once the plan is in place.
- A12/A120 – A120 announcement expected soon. A12 – anticipated winter 17/18.

Cllr Ashford raised a query about the Tea House extension that is visible from the pathway. Cllr Abbott is unaware but will contact BDC as it is potentially unauthorised.

Both gentlemen were thanked for their reports. Cllr Bowers left the meeting at this point.

0218/FC1242 **Planning Applications**

Planning Application: 18/00162/FUL 21 Francis Way

Demolition of garage and replace with new, with brick work and roof to match house

No comment

Planning Application: 17/02082/FUL

17/02137/LBC 17 Silver Street

Revised plans – erection of single storey rear extension

Objection: In contravention of current conservation guidelines regarding patio doors and proposed materials

Planning Application: 18/00101/FUL

18/00102/LBC Rivenhall Place, Park Road

Erection of storage unit to store plant & machinery for site maintenance

No comment

Planning Application: 17/02152/LBC Rivenhall Place, Park Road

External repair and maintenance to brick work, pointing and rainwater goods and internal alterations

No comment

Applications received after Agenda Setting

Planning Application: 18/00289/FUL 4a Temple Lane

Replacement windows

Discuss next meeting

Planning Application ESS/36/17/BTE Rivenhall Airfield

Full planning application to increase stack (chimney) height from 85m Above Ordnance Datum to 108m AOD (35m above existing ground levels to 58m above existing ground levels) of the Integrated Waste Management Facility

Discuss next meeting

Planning Application ESS/37/17/BTE Rivenhall Airfield

Continuation of Integrated Waste Management Facility permitted by ESS/34/15/BTE without compliance with conditions 2 (application details), 14 (stack [chimney] design and cladding), 17 (Combined Heat & Power Plant Management Plan) and 56 (maximum stack height) to amend details resulting from the increase in stack height.

Discuss next meeting

Consultation of Draft Planning Enforcement Strategy

Closing date 7th March. The Clerk reported that councillors had the opportunity to view the document in advance of this meeting.

Cllr Waine reported that he has a copy of the 2007 Strategy. Cllr Abbott replied that there is no confirmation that the new draft replaces this one. All agreed that there are no real objections however question the comment that enforcement is deemed a priority but with only 2 members of staff this appears unlikely. Concern also voiced that there appears to be no emphasis on Conservation Areas.

0218/FC1243 Correspondence

M Shorten, BDC – Notification of landlord’s inspection, 2nd March. **Clerk** to request storage under the office space. Noted.

J’s Hospice – Pedal for the J’s poster. Sponsored bike ride on 15th April. Poster to go on noticeboard. Noted.

Greenfields – notification that the garden at 34 Silver Street has been cleared. Cllr Bugg reported that the back garden is still very untidy, a window is boarded, and verges ruined. Cllr Abbott will follow up.

A120 Forum – next meeting on 12th March 6.30pm at Great Notley Community Hall. RSVP by 28th February. Noted.

Highways England – A120 Pannors Interchange to Galley roundabout resurfacing works taking place 8th February to 1st March, 8pm-6am. Noted.

BDC – Public Emergency Response Plan 2018 update is available online. Noted.

Local Highways Panel – next meeting on 29th March at 6pm, Causeway House. Noted.

RCCE – Roger Hirst, Police, Fire and Crime Commissioner, looking for Community Hero noms by noon on 26th Feb. Noted.

RCCE – Introduction from Laura Atkinson in her new role as Rural Housing Enabler (Housing Needs Survey.) Noted.

A12 Forum – meeting notes from last forum on 30th January. Emailed to Members. Noted.

Essex Highways, Hilary Wicks – Funding available for adult cycling, ideas such as to learn to ride, gain confidence or help plan a cycle route to work. Fee of £10 and range from 45 mins to 3 hours long. Noted.

Braintree Foodbank – Poster for noticeboard – 40p for 40 days challenge over lent. Noted.

Fair – the Clerk has received a phone message from the company that previously held the fair on the village hall field. He stated that he wanted to visit Silver End again from 17/6 to 24/6. BDC have given permission initially but asked them to gain our permission too, The Clerk has phoned back but had to leave a message asking for more information – what size is the fair, where do they plan to position, any heavy machinery to access the field etc. Comments made included - drainage would be an issue, the pitches have been turned, only ok if a very small fair then suggest it is better placed in the Memorial Gardens. Previous years there has been a lot of remedial work for the village to complete after they left.

Keepmoat Homes – suggestions requested for naming the streets on the new development on Boars Tye Road. The **Clerk** has asked for confirmation of the number of roads/names but has not received a response as yet. Members suggested Silver End architects – Tait, Quennell, Hennell, McManus and Miller.

Cllr Abbott left the meeting at this point.

0218/FC1244 Reports

- **Police**

Weekly reports emailed to members by the Clerk

- **SEPC Project Plan**

Christmas Event - **Working Party** to organise follow up meeting.

20mph scheme - ECC reviewing policy

Walks – **Cllr Hughes** to liaise with **Cllr Murray**.

Grass verges – Cllr Waine had prepared a report to be viewed by all members. **Agenda item** for March to give everyone time to read. Cllr Galley thanked Cllr Waine for taking the time to prepare an impressive report. Cllr Waine stated that the Parking Partnership has agreed to police if restrictions are in place and a similar scheme is in place in Colchester and appears to be working well and the verges are being well protected. Cllr Galley suggested speaking to BDC to find out how to proceed.

Bus extension – Cllr McDonald has received an email from Mr Gooding at ECC, stating that he does not have control over the service as it is a commercial enterprise and therefore a matter to be dealt with by Stephensons. Cllr McDonald replied that with the proposed increases in housing in Silver End he would hope that ECC/BDC would support an extended service. He has asked for an agenda item at the next Transport Meeting although he has not received confirmation that this has been accepted – meeting on 12/3. Change P/Plan to state it is an agenda item at the next Transport Meeting. He has responded to the member of the public that raised the issue initially to update her on progress.

- **WoSE – including advertising/fund raising options**

Agreed in item 0218/FC1240 to hold an individual meeting to discuss **Cllr McDonald** and the **Working Party** to liaise with Ms Redmond to get printer mock up for this meeting. **Agenda** for this separate meeting - costs printer, format of magazine, advertising policy review.

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

Cllr Ashford – Pavilion Meeting – planning application underway, decision not expected until mid-April. Lease being drafted, expected by 23/2. Next meeting 15/3 (in diary.) Would like lawyer to view lease but cost is a min of £1k so can’t warrant this figure. Spoken to builder - £40k quoted and 8 weeks’ worth of work anticipated. Looking into how much of this work can be done without using the builder. A kitchen has been donated free of charge by Howdens Joinery. A financial contribution is anticipated from Patrick Wigg at Bradwell Quarry. Flooring required, looking at approx. £5k. Kitchen equipment required. Looks as though an additional £30k needs to be raised. Guides have expressed an interest in joining the group.

Cllr Hughes suggested that the lease be passed around those that have seen leases in the past in an attempt to look for any obvious issues – Cllrs Hughes, Murray and Waine offered to help.

- **ECC/BDC reports – update**

The report book was available during the meeting. The Clerk reported that she and Cllr Abbott have been pushing ECC to repair the numerous lights that are out. A response was received stating that all faults reported before 1st February should be dealt with shortly and that contractors have now been notified of all reports made from that date.

The Clerk further reported that she has been in touch with Joscelyne Chase, regarding issues on the Co-op site. The complaints included; the amount of rubbish blowing around the area as the bins are only emptied twice a week (by BDC,) the broken/raised drain at the entrance to the car park on the Co-op side and the lights that are out to the front of the property.

0218/FC1245 **Finance**

Payments made since the last meeting on 10th January:

Bee Brook	264.00	PJ Taxis	120.00
Petty cash	12.79	Essex Pension Fund	434.36
BDC Office service charge	40.00	E-on	73.60
Key cutting	6.60	Padlock	8.48
Refuse truck	210.00	Guides (Xmas event)	476.34

Payments to be made:

Bee Brook	264.00	Essex Pension Fund	434.36
PJ Taxis	120.00	Petty cash	14.48
BDC Office service charge	40.00	Eon	45.41
Printer ink	30.00	Worldpress – website management	72.31

The Clerk asked for agreement to attend a Data Regulation Briefing on 13th March - £45

Bank Balances

Current Account	£ 4,103.24
Deposit Account	£10,617.13

0218/FC1246 **Consideration to be given to a Memorial to Joan Lyon**

The Clerk offered four opportunities to tender. Two declined as they are too busy, one didn't respond and one quoted £1192.75. Cllr Mc Donald will approach Patrick Wigg, Bradwell Quarry, for funding, based on the one quote we have at this stage and the additional cost of the bench.

0218/FC1247 **Defibrillator and a Weatherproof Box**

The Clerk has approached the gentleman from the Masons for an update, but he still has had no further donations other than the £100 he initially received. However, he is still hopeful. The British Heart Foundation currently have a supply delay. Cllr Ashford proposed a max of £750 to cover the cost of the box and any additional electrical work from the future village costs. Cllr McDonald acted as second and all were in favour at a vote.

0218/FC1248 **Youth Participation in Silver End Parish Council**

Cllr Vickers was not present. Discussed during Matters Arising that a meeting with Silver End Academy is to be arranged.

0218/FC1249 **Review of staff hours – impact on the Memorial Gardens maintenance**

Following discussions held at Full Council in January it was agreed that SEPC's Gardener would be asked to take over the work in the Memorial Gardens that SEPC is responsible for. However, the Gardener has instead asked for a reduction in hours of 7pw in line with the hours lost on the Co-op site as he feels he would like to work less and begin to enjoy retirement. This being said the contract for the Memorial Gardens could remain. Budget wise this would mean moving £2400pa from staffing costs and re-instating the gardening contract of £3200, however this leaves a deficit of £800pa. Members were asked to consider how they would like to deal with this shortfall.

Members considered the importance of a staff member having the skill to do the work in the Memorial Gardens to a high enough standard. Also, whether there is a way to re-appropriate hours with other staff members, but it was not deemed appropriate at this stage.

Cllr Galley suggested that we hand it back to BDC but there was concern about the level of work that will be done.

All agreed that we go out to tender. Suggested that we approach the lady that currently does the work, Jonathan and Bee Brook and ensure that they provide all of the relevant certification and insurances. **Agenda item** for April.

In the meantime, the Clerk has written to the member of staff concerned and asked him to sign a request to reduce his hours from 22pw to 15pw.

0218/FC1250 **Agenda Items for the Next Meeting**

March – grass verges, Cllr Waine.

Youth Participation.

Joan Lyon Memorial.

Next Full Council meeting to be held on Wednesday 14th March – apologies accepted from Cllr McDonald.

Clerk notified Members that she will be on annual leave from 19th February for a week.

There being no further matters to discuss the Chair called the meeting to a close at 22.20pm.