

SILVER END PARISH COUNCIL

Minutes of the Full Council meeting held on 11th April 2018 in the Parish Council Office, Silver End Village Hall.

Present: Cllr Galley (Chair,) Cllr Ashford, Cllr Hughes (arrived during the final discussions with Sanctuary Homes,) Cllr Waine, Cllr Bugg, Cllr McDonald, Mrs Temple (Clerk,) Cllr Abbott (left before 0418/FC1270) and two representatives from Sanctuary Homes (Sophie Lejeune and Conan Famingham, left before 0418/FC1265.)

Before the meeting began in full the two representatives from Sanctuary Homes shared the proposed plans for the site on Boars Tye Road (16/1653/OUT). The main discussions points included:

- Site purchased from Scott Properties with pre-application meeting with BDC expected shortly. A site and street scene plan were shown.
- Development arm committed to build 30000 homes over next 30 years. Recently acquired 2 sites in Braintree, one being in Silver End. Very similar to outline permission, sticking to 50 dwellings. Expects 2/3 months before meeting with BDC although they are keen to get moving as soon as possible. Looked at objections to original plans and aimed to improve it from the original outline. Offered a pack to explain more about the company and happy to take questions generally on the site proposals. Would like input from the Parish Council as there may be needs that they are unaware with. Aim to iron out any issues ideally before SEPC are given the opportunity to comment via BDC.
- The Chair stated that ideally the site is not wanted but now that they are here SEPC are willing to work with them.
- Cllr Ashford stated concern about the access onto the road due to previous fatalities, particularly as it is a 40mph limit. Mr Famingham replied that they have a commitment to reduce this to a 30mph limit by the access. They have to provide signage. The access has already been agreed with BDC and he believes that it is in the best position possible for the site itself. They aim to keep the front of the site open to improve visibility. The trees opposite have been removed to make the area less dark.
- They are also committed to provide the footpath to the site but not to the houses beyond as was previously agreed through Local Highways Panel. They would consider extending it once they have looked into it and Mr Famingham agreed that it makes sense to do the path in its entirety and discuss funding/part funding with ECC. Cllr Abbott will talk to ECC too.
- Cllr Waine queried the housing mix. 40% affordable rent/shared ownership.
- Cllr Abbott raised concern over structural landscaping whilst Cllr Waine stated that he would like to see a more radical design for the housing, reflective of the history of Silver End.

Cllr Hughes arrived at this point, after which the two representatives from Sanctuary Homes were thanked and left the meeting.

0418/FC1265 **Apologies for absence:** Cllrs Holmes, Vickers, Fecitt, Hopkins, Murray and Hayward, Cllr Bowers and Cllr Hughes for his late arrival.
Absent without apologies: None

0418/FC1266 **Declarations of Interest** by Members in respect of any items on the agenda.
Cllrs Galley and Ashford declared an interest regarding planning application 18/00505/FUL at 22 Rachael Gardens.

0418/FC1267 **Members of the public** are given an opportunity to speak at this point, however none were present at this meeting.

0418/FC1268 **Minutes of the last Full Council Meeting** were agreed and signed as a true record of the meeting.
Matters arising:

The **Clerk** reported that:

- A meeting has been arranged with Kirsty Brown, Silver End Academy, Cllr Vickers and Cllr Galley to discuss Youth Participation in Silver End PC. This is booked for 27th April.
- BDC have agreed to pay for bollards to the front of the village hall. These should be installed shortly. **Clerk** to push.
- Confirmation has come from the Freemasons that the full amount of £500 for the weatherproof box for the defibrillator has been raised and will be with the Clerk shortly. They have asked if a plaque stating their support would be possible. Once the box has been delivered Kevin Lay will meet with the **Clerk** and the Manager at Valentine House to arrange installation.
- Refuse trucks have been booked for 28th July and 19th January. There has been a small percentage increase to £216.30 which falls within budget. **Clerk** to advertise on the noticeboard and the website

Minutes of the Extraordinary Meeting on 20th March were signed as a true record of the meeting.

Matters arising: None.

0418/FC1269 **Report from District/County Councillors**

Cllr Abbott reported:

- Rivenhall Airfield – no news on when application is going to committee. Airfield walk was very successful and well attended.
- A120 route option - June announcement anticipated.

- Numerous road works due to take place in this area.
- ECC are slow on highways maintenance due to poor weather and they have still not repaired the drain in Boars Tye Road. Cllr Abbott will ask for the heaviest cover to be fitted to ensure that it lasts longer.
- Local Highways Panel last met on 29/3. Silver End currently has 7 schemes - only one that is agreed is for dropped kerbs at Valentines Way. ECC have a new protocol on 20mph schemes making it appear less likely for agreement.
- The hedge planted by Greener Silver End will be cut back by them.
- Police holding a public meeting on 23/4, 7pm at Spring Lodge Community Centre.
- Cllr Bugg has been asked why there are no speed bumps in village. Cllr Abbott agrees that speed needs to reduce but the bus company objected to speed bumps. Cllr Ashford further clarified that there is also an issue with sight lines that would enable the installation of a chicane. Suggested that an application be put in, ideally for gateway signs with threshold treatment and associated planting.
- Cllr Bugg reported that there is laying water on village approach. Cllr Abbott agreed and stated that it is an issue with blocked drains that he is pursuing. The same issue applies in Sheepecotes Lane.
- Cllr McDonald reported potholes in Temple Lane/Western Road, all of which Cllr Abbott and the Clerk have reported.

At this point the Chair asked for councillors' agreement to move an agenda item to allow Cllr Abbott to take place in discussions before having to leave. All agreed.

0418/FC1275 **Maintenance of un-adopted footpaths in Silver End**

Cllr Abbott believes he has reached a dead end as far as getting ECC to take on the 2 un adopted paths in Silver End. The one next to the Congregational Church is 1/3 owned by ECC. Flagstones need repointing. The one in Daniel Way is tarmacked and the drains are raised and need reducing. SEPC would need to apply to Cllr Abbott's Community Fund but it means SEPC taking responsibility for a path that isn't its own.

Clerk confirmed that we would not require 3 quotes to repoint the Church path as the cost is too small. Cllr Hughes questioned that due to a resident having injured themselves should we be obliged to repair it? How also do we avoid being required to maintain it in the future? Would SEPC be responsible for any further injuries as soon as it is repaired? Cllr Abbott suggested taking a photo of it at the time to evidence that it was done to a good standard. Cllr Galley stated that it should be made clear that it is a one-off repair. **Clerk** to contact utilities for Daniel Way pathway to ask them to lower the drains.

Cllr Ashford proposed that the **Clerk** get a quote to then make an application to the Community Fund. **Clerk** to get a recommendation from BDC for contractors for repointing. Cllr Hughes acted as second. Vote: All in favour.

Cllr Abbott was thanked and left the meeting at this point. The agenda resumed in its original order.

0418/FC1270 **Planning Applications**

Planning Application: 18/00074/TPOCON 11 Silver Street

Tree works

No comment however if a decision is made to fell then a more suitable replacement should be planted

Planning Application: 18/00073/FUL 30 Broadway

Erection of two storey flat roof rear extension

No comment

Planning Application: 18/00074/FUL 28 Broadway

Erection of two storey flat roof rear extension

No comment

Applications received after Agenda Setting

Planning Application: 18/00442/OUT Garden Field, land south of Western Road

Outline application of up to 57 new dwellings with associated parking, garden amenity space, new access, play area and associated development

Objection – There are currently bees in the field which are an endangered species, and any development would mean moving numerous hives. It is outside the village envelope and object to the issue that the proper processes have been followed. There is a lack of services locally, a flooding risk, there is insufficient infrastructure in the village, poor visibility and sight lines making access onto/off of the site difficult

Planning Application: 18/00595/ELD Elephant House Compound, Parkgate Road

Application for Lawful Development Certificate. Retention and continuation of general industrial B2 uses and existing commercial/light industrial operations.

Application seeks a definitive view that the existing or last use of the site is lawful for planning control purposes

No comment

Planning Application: 18/00505/FUL 22 Rachael Gardens

Erection of two storey side extension and first floor rear extension

Cllrs Ashford and Galley declared an interest and took no part in discussions

No comment

Cllr Bugg raised a query from the Bowls Club about SEPC's feelings towards them installing grasscrete to the grass at the front of the Club. Cllr Galley stated that it should be laid professionally, but all agreed that it would be preferable to churning up the grass verge although they would have to approach BDC.

0418/FC1271 **Correspondence**

Heritage Society – request for SEPC to put through items for the Open Spaces Plan. The suggestion is to add information boards around the village at significant locations to explain the history. The **Clerk** explained that the plan has just been updated but that a request could be made for the next update. All agreed.

Parish Transport Group – Meeting notes from March’s meeting. Next round of meetings due in the Autumn. Details sent to Cllrs Hayward and McDonald.

Braintree Food Bank – Shopping list of preferred items. **Clerk** to place list on the noticeboard.

Essex Police – Opportunity to join Independent Advisory Groups to offer advice and guidance to the local police. Meeting next at Causeway House Friday 20th April 10-11am and Monday 30th April 7-8pm.

Braintree District Volunteer Awards – nominations welcomed for people who have made a positive difference to the lives of others.

PAIN – copy of the report (online and hard copy) to go before the D&R Committee on 27th April 10.30am at County Hall. All support on the day is welcomed.

0418/FC1272 **Reports**

• **Police**

Weekly reports emailed to members by the Clerk

Cllr Galley suggested inviting Police to a meeting. **Clerk** stated that they have been invited to the Parish Assembly so will see if they attend.

• **SEPC Project Plan**

Christmas Working Party – Cllr Bugg reported on the last meeting. Six attendees, short meeting. Discussed location of event, all agreed to keep to the rear of the hall. Safety discussed and only one of the six thought the road should be closed. Cllr Bugg put it back to SEPC for a decision. Cllr Ashford agreed that there is less of an issue if held around the back. Easier to man across the road. Agreed not to shut. 25/9 next meeting.

Walks – **Clerk** to send copy to all for view.

Add bollard installation to the plan.

Amend defib to installation by the end of May.

Amend grass verges date – agenda for May.

Bus service extension – remove.

WoSE – adjust status.

Daniel Way footpath update – change to un-adopted footpaths.

Add refuse truck dates.

Youth participation meeting.

• **WoSE – Agree Policy as discussed at Extraordinary Meeting 20th March 2018**

The Clerk sent a copy of the amended policy to all as discussed at the last meeting.

Cllr Waine suggested putting the dates of the next editions in. Working Party meeting to be arranged at the end of May.

Cllr McDonald proposed adopting the policy with Cllr Hughes acting as second. Vote: All in favour. **Clerk** to send to all.

• **General Reports from meetings since 14th March**

The Clerk reported on a meeting that she and Cllr Galley had with Rob Scott (Scott Properties.) He asked to meet to talk about ways that the company might support projects within Silver End. Items on the project plan were discussed and he asked to be forwarded contact details for the Francis Crittall Pavilion Trust to find out if there are any ways that they could work together. The **Clerk** awaits a reply regarding any decisions.

• **ECC/BDC reports – update**

The report book was available for view during the meeting.

0418/FC1273 **Finance**

Payments made since the last meeting on 14th March:

Bee Brook	264.00	Essex Pension Fund (February)	434.36
Essex Pension Fund (March)	434.36	Petty cash	19.76
BDC office charge	40.00	Eon	47.87
Speedprint (WoSE)	601.00		

Payments to be made:

Bee Brook	264.00	PJ Taxis	160.00
BDC Office Service Charge	40.00	Petty cash	18.11
Eon	26.48	Firsterv (domain renewal)	120.00
L/Club meals	758.32	HMRC	1899.58
Refuse Truck (03/18)	210.00		

All agreed.

Bank Balances

Current Account	£ 1,287.65
Deposit Account	£ 6,617.13

Audit 2017/18

All agreed for both sections to be signed. Minute refs.

Annual governance statement

The Clerk confirmed that she is in possession of paperwork for the audit. All documentation is to be back with the auditor by 11th June and the Statutory common period for the exercise of public rights is 4th July to 13th July. Deadline for publication is 30th

September. SEPC have not been selected within the 5% sample this year. It was agreed by all that Section 1 – Annual Governance Statement 2017/18 be signed on the basis of a ‘yes’ response to items 1-8 and a N/A response to item 9. Approval was recorded under minute reference 0418/FC1274(i) and signed by the Chair and the Clerk. It was further agreed by all that Section 2 – Accounting Statements 2017/18 be approved and signed by the Chair and the Clerk under minute reference 0418/FC1274(ii) The Clerk confirmed that she would be meeting with Greta Tew (SEPC Internal Auditor and former SEPC Chair) for the internal audit before sending to the external auditor.

0418/FC1274 Consideration to be given to a Memorial to Joan Lyon

The one quote that the Clerk has received to install the bench has been withdrawn as they feel the job will no longer hold any value for them. In the meantime, the Clerk has asked BDC for a further company’s details, but they have not quoted yet. However, the Clerk has sent a request to Keepmoat Homes asking them to assist whilst they have the workforce and equipment on site, close by to the planned position for the memorial. The request is being discussed and hopefully they will be able to reply to the **Clerk** by the end of the week. A plaque was offered stating their contribution.

0418/FC1275 Maintenance of un-adopted footpaths in Silver End

This item was moved up the agenda, earlier in the meeting.

0418/FC1276 Agenda Items for the Next Meeting

Grass verges, assuming meeting arranged, if not then on June’s agenda.

Bollards – if not installed by agenda setting.

Joan Lyon Memorial.

The next meeting will be the Parish Assembly on Wednesday 25th April – Cllr Ashford offered his apologies.

Next Full Council meeting to be held on Wednesday 9th May.

There being no further matters to discuss the Chair called the meeting to a close at 21.36pm.