

SILVER END PARISH COUNCIL

Minutes of the Full Council meeting held on 12th December 2018 in the Parish Council Office, Silver End Village Hall.

Present: Cllr Galley, (Chair,) Cllr Ashford, Cllr Hughes, Cllr Waine, Cllr Bugg, Cllr McDonald, Cllr Holmes, Cllr Pharo, Mrs Temple (Clerk) and Cllr Abbott (arrived during 1218/FC1383 and left just before 1218/FC1384.)

1218/FC1376 **Apologies for absence:** Cllr Hopkins, Cllr Bailey, Cllr Fecitt, Cllr Vickers and Cllr Abbott for his late arrival.
Absent without apologies: None.

1218/FC1377 **Declarations of Interest** by Members in respect of any items on the agenda.
None.

1218/FC1378 **Members of the public** are given an opportunity to speak at this point.
No Members of the Public present.

1218/FC1379 **Minutes of the last Full Council Meeting** were agreed and signed as a true record of the meeting taking into account:

Reports – Cllr McDonald did not send a report regarding the Bradwell Quarry Meeting – **Clerk** to remove comment.

Matters arising:

- Cllr Pharo has completed and returned all of the relevant paperwork following his co-option last month.
- A **meeting with the school** regarding Youth Participation is to take place in January 2019. Exact date to be confirmed.
- The bench has been installed by Mr Bailey and the intention is for planting to take place next week, along with tarmac. A letter of thanks will be sent to Mr Wigg, Bradwell Quarry, who the Clerk is liaising with regarding the **plaque**, before agreeing the original wording, suggested by Cllr Waine, with Mrs Lyon's family. **Cllr Bugg** suggested lowering the existing bin to ground level. All agreed that this would be the best idea.
- She and Cllr McDonald sent 12 proformas to ECC regarding the bus stops that need work to completed to make them accessible to those with mobility issues. They join the 3 proformas for grass verge works that will hopefully be considered at the **next LHP**.
- The planning application to remove the hedge on Western Road was approved, despite objections from Cllr Abbott and Cllr Hughes, on behalf of SEPC. The Clerk responded to a comment on social media that stated that SEPC had supported the application. Following this an apology was received from the commenter.
- She has had no response from Keepmoat yet but continues to push with the suggestion that SEPC could source the gateways if needed.
- The lights to the rear of the Co-op site have been repaired, but not at front. **Clerk** to chase again.

As Cllr Abbott is not in attendance at this point in the meeting, the Chair asked for agreement to re-visit the following agenda item on his arrival. Agreed.

1218/FC1380 **Report from District/County Councillor**

Moved to after agenda item 1218/FC1383.

1218/FC1381 **Planning Applications**

Application No: 18/01806/FUL 2 Silver Street

Installation of vehicular access and dropped kerb

Objection – not in keeping with current Conservation Guidelines, detracts from the appearance of the property and it's attached neighbour - will not match each other, being semi-detached. Concern over safety to access highway.

Application No: 18/02153/FUL 3 Grooms Lane

Proposed single storey rear extension

No comment

Application No: 18/02152/FUL 1 Grooms Lane

Proposed single storey rear extension

No comment

Planning Applications received after agenda setting

None.

Communication with residents regarding large applications

Cllr McDonald stated his belief that there is a need recently for villagers to be made aware of local planning issues in the village and to encourage them to make formal comment. He is conscious that few people are aware of them or know how to access them. The communication methods available are social media, noticeboards, website and the magazine. Cllr Ashford would like to see social media used more proactively but it is a matter of time to do it properly. Cllr Galley suggested offering local groups the option of a visit from a Member/s to talk about what the parish council does, highlighting planning issues. Cllr Waine commented that surgeries previously weren't attended, although Cllr Hughes pointed out that this might be different as would be going to

residents rather than expecting them to come to us. Use of social media was discussed further although few of the Members present use it personally. All agreed that use of web page is ideal. **Cllr Galley** proposed the following two items: that he and **Cllr Ashford** would liaise with Cllr Hopkins to see what options are available on the website, including providing links between current planning applications, BDC's commenting page and Facebook. Additionally, he proposed that all groups in the village are written to suggesting visits from the Parish Council to find out what they would like to see and use it as a feedback exercise. Cllr Ashford acted as second to this proposal with no others offered. Vote: 7 in favour, 1 abstention. Carried.

1218/FC1382 Correspondence

SEPC Park Warden – possibility that the Memorial Garden gates may be left open from Boxing Day morning until the following evening. If this is the case Cllr Holmes offered to lock/unlock in his place. **Clerk** to notify the Park Warden.

IWMF Liaison Group – Gent Fairhead and Indaver want to hold an open exhibition in the hall from 4-7pm, during the week of 21/1, followed by a meeting with SEPC from 7-8pm. When are Members free? Agreed that the Clerk will notify them that the Tuesday or Thursday is preferable. **Clerk** will notify Members once a date is set.

Braintree Food Bank – list of suggested items to donate over the Christmas period. **Clerk** has printed the list for it to be placed on the board.

Ringway Jacobs – Temple Lane closures due to O2 workings. 7th January for 1 day, 14th January for 2 days.

Alison Webb, BDC – request for information of known rough sleepers in Silver End. Agreed that none are known of.

Thelma Loo, BDC - as a result of recent and anticipated boundary changes, the Electoral Registration Officer has decided to delay the publication of the 2019 Register until 1 February 2019.

Silver End Drama Club – request for use of the parish council office as a dressing room for the pantomime dame, as in previous years. The Panto takes place the week commencing the 17th - 19th January. All agreed – **Clerk** to notify the Drama Club.

Steve Daynes, BDC – with budgets in mind and elections due in 2019, BDC estimate that a contested election could cost parish councils

anywhere between £64 and £1000. Therefore, these sums should be considered when calculating Precept 19/20.

Essex Highways – Public notice relating to permitted and special parking areas – disabled badge holders only restriction in line with common boundary of 12 and 14 Broadway.

1218/FC1383 Reports

- **Police**

Reports emailed to members by the Clerk, when received. Cllr Waine noted there are few incidents within the report that relate to Silver End suggesting it is one of the better areas locally, or crimes are unreported.

- **SEPC Project Plan/Reports from Working Parties**

WoSE – unfortunately Cllr Pharo was unable to contact Printwize as his contact has retired. Cllr Mc Donald stated that Ms Redmond will contact everyone at beginning of year regarding the deadline date for the next edition.

Christmas event – The Chair commented that the event was the best so far, giving it 10/10. The **Clerk** was asked to write to Carol Hutchings to offer huge thanks. Good reports received from Members of the Public. The Chair reported that the Events Committee should use the remaining budget to purchase additional lights for next year.

Village walks – Cllr Hughes asked the **Clerk** to remove the viewing restriction on the website for both walks and laminate a copy of each to be kept in the library and the office. A note should be made for the next edition of **WoSE**.

Memorial for Joan Lyons – completed.

Cllr Galley will meet with Head of the School re Youth Participation. **Clerk** to liaise for a date in January.

Cllr Abbott arrived at this point.

- **General Reports from meetings since 14th November**

Cllr Hughes - planning meeting re hedge at Redrow site – permission granted despite all representation against.

Cllr McDonald – patient participation meeting. He had to send apologies for the meeting and does not know how it went. Next meeting to take place at the end of January.

Cllr Waine visited the builders re parking on Sheepcotes Lane. The owner - Mr Dixon – stated that all vehicles are now parked on site. Building is moving along well.

Cllr Waine further reported on the meeting held between the Luncheon Club, Friendship Club and T@3. Looking for ways to work together to improve membership numbers. There appeared little interest as was felt that it would be difficult to organise as each group operates differently. Cllr Waine then went to speak to Luncheon Club members, some of whom were hostile in their response which shocked him and the staff of the Club. He commented that some members are unaware of SEPC's connection to the group.

- **ECC/BDC reports – update**

The report book was available to view at the meeting.

The **Clerk** reported that BDC have been notified that the Park Warden has shut the toilets as they have suffered a large amount of graffiti and toilet paper has been stuck to the floor. Waiting for confirmation from BDC of their plans. **Clerk** to place notice on board.

Cllr Galley raised the issue of advertising signage in the local area that appears on the verges/side of the road. Mr Partridge responded that it shouldn't happen but BDC try to be lenient as much as possible.

The Chair asked for Member's agreement to return to an earlier agenda item following the arrival of Cllr Abbott, all agreed.

1218/FC1380 Report from District/County Councillor

- Full Council – libraries top issue. Consultation under way until Feb. Closing due to lack of funds. He got 650 names on his petition which he presented last night. Need to persuade ECC that Silver End's library needs to stay. Co-location

should be an advantage although they rent from Hire a Hall not BDC. Part of the issue is that libraries are less attractive, reduced hours, limited stock turnover. There are many libraries in this district that are due to close. Cllr Holmes put her name forward to assist if she can. Cllr Waine asked if volunteers could help? Cllr Abbott replied that it was a possibility but still might be an uphill struggle. Cllr Ashford discussed the suggestion of SEPC taking over but this may let ECC off hook. All supportive of what Cllr Abbott is doing.

- Local Plan now pushed back for initial inspection until Autumn next year. Mid-late 2020 for agreement by the looks of things, at a minimum.
- Garden field application went to committee last night and was granted (outline for access) - 45 houses.
- Redrow application to remove the hedge granted and they are still refusing to provide a community building.
- Continues to get fly posting by developers removed. If on highways land they can remove straight away.
- Streetlights, currently lots out – light by thatched church has been replaced but no power.
- Incinerator – not until Feb to hear about the stack.
- Top 20 pot holes to be done soon.
- LHP – January to discuss footpath, gateways etc.
- Friendship Club Christmas tea attended. The suggested amalgamation would be difficult, but he is aware that membership numbers are down.
- Congratulations regarding the Christmas Event – a great year.

Cllr McDonald raised a question relating to S106 monies re the field application that was agreed last night. Cllr Abbott explained the formula used for S106 monies – the open spaces action plan is where the information comes from that he queried. Cllr Abbott suggested looking at the Open Spaces Plan to ensure that it is up to date for what SEPC wants.

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

1218/FC1384 **Finance**

Payments made since the last meeting on 14th November:

Petty cash	13.92	BDC office service charge	40.00
E-on	37.61	Essex Pension Fund	454.54
P&J Taxis	120.00	Bee Brook	264.00 (see 1118/FC1372)
BHIB (insurance)	787.07	Speedprint (WoSE)	601.00
Greener Silver End donation	100.00	Silver End Scouts donation	100.00

Payments to be made:

Petty cash	15.87	BDC Office Service Charge	40.00
E-on	41.21	Essex Pension Fund	454.54
P&J Taxis	40.00	Christmas lights	128.97
Christmas event – C Hutchings	386.46	Vouchers for staff/volunteer	70.00
Ambershire Christmas tree	230.00	Chelmsford Safety Supplies	32.99
RCCE membership	105.60	Petrol & 2 stroke – leaf blower	28.80

All agreed.

Bank Balances

Current Account	£ 3,290.56
Deposit Account	£ 15,034.50

1218/FC1385 **Window on Silver End – Policy to be updated and adopted**

A copy of the updated policy was sent to all Members in advance of this meeting.

Cllr Galley moved to accept this updated policy with Cllr Hughes acting as second. No further proposals. Vote: All in favour, Carried under Minute Number 1218/FC1385(i.) Cllr Galley signed and dated the master copy. **Clerk** to send copy to all. Clerk to send a copy to Sam Redmond for her to send to all advertisers etc.

At this point the Chair invited all Members present to join him in a short Christmas Celebration, kindly provided by Cllr Waine and Vicky Waine. A recess of 10 minutes was called, after which Cllr Galley offered thanks on behalf of SEPC to Cllr Waine and Vicky Waine. The meeting was then called back to order.

1218/FC1386 **ECC Highways Devolution Pilot** – consideration to be given to inclusion in the pilot following the Clerk's attendance at the briefing

The Clerk reported on the briefing to discuss the proposed pilot – 84 parishes represented compared to 16 requested. Ideally want agreement to accept pilot inclusion in December then sign agreement in January to start immediately.

Cllr Kevin Bentley and Peter Massie, ECC hosted them meeting. The proposed scope of the pilot would include grass cutting, verge maintenance, weed control, tree and hedge cutting, minor repairs to footpaths, installing and maintaining signs, salt bag scheme, bus stop flags and shelter maintenance and the maintenance of PRoW.

A figure for Silver End has been calculated as £2629p. This is calculated on 68p per head based on 2011 census. ECC were unable to provide details of works completed in each parish in past financial years

Cllr Ashford commented that SEPC can't afford the financial risk as don't have the funds to make up the deficit. No guaranteed money set aside for future years.

Cllr Ashford proposed not to go ahead with the initial pilot with Cllr Galley acting as second. No further proposals. Vote: all in favour. The general understanding was that it has been moved on too quickly and not enough thought has been given to it. It is also unreasonable to expect parishes to take on the risk and liabilities related to setting up and running contracts.

1218/FC1387 **Consideration to be given to entering the RCCE Village of the Year Competition**

The Clerk reported that she has been in touch with RCCE but that the paperwork for 2019 is not yet ready to be sent out and this will most likely be in the New Year. She confirmed that there is no cost to enter and that paperwork is normally due in at some point in March. Agreed to review when paperwork received.

1218/FC1388 **Luncheon Club review of current arrangements and discussion regarding the future**

Mrs Thomson, Lunch Club Supervisor, reported that the reduced frequency of the lunches is working ok and that there is the promise of 3 or 4 new members in January.

The Clerk prepared the following cost breakdowns:

15 people pw – net cost taking taxi, meals and staff costs into consideration - £4.80pp

20 people pw - £3.48pp

Cllr Ashford stated that he would hate to see the Lunch Club come to an end and asked if increasing the cost per Member for each meal to £4 would make it more affordable budget wise?

Cllr Ashford proposed an increase to £4pw with Cllr Hughes acting as second.

Cllr Holmes proposed an increase to £3.75pw for a determined period of time, but no second was offered.

With no further proposals a vote was taken for Cllr Ashford's proposal: In favour 7, against 1.

Cllr Hughes proposed that we budget this for a full year with a review after 6 months. He further suggested that a threshold figure be set whereby attendance cannot fall below 13 members for 6 consecutive sessions, starting in the new financial year. Cllr Bugg acted as second. All in favour.

It was suggested that should the Club fold that the remaining budget is used for a Christmas meal or something similar.

Mrs Thomson asked about allowing residents from other villages to attend. All agreed that this is not ideal as funded by SEPC precept. Cannot proceed on this basis.

Cllr Waine suggested that we write a letter to members giving a break down of costs pp. This can be sent out once precept has been agreed. Cllr Galley stated that he would go to a lunch and address members on the matter. **Clerk** to diarise.

1218/FC1389 **ECC - Essex Libraries Service Consultation**

Consultation to discuss the proposed closures of many local libraries from 29th Nov – 20th Feb. **Clerk** to send consultation information to all members and make an **agenda for next meeting**. Cllr Ashford suggested that the village does not want to lose its library and we should follow all avenues available to keep it open. **Clerk** to approach Cllr Abbott to ask about current costings and footfall of Silver End Library. Cllr Bugg asked if it is a sign of the times that we are moving away from libraries? Cllr Hughes stated that he is not keen on taking on any financial liability but supports getting volunteers together.

1218/FC1390 **Agenda items for the next meeting**

Budget 2019/20

The next Full Council Meeting will be held on Wednesday 9th January

There being no further matters to discuss the Chair called the meeting to a close at 22.05pm.