

# SILVER END PARISH COUNCIL

## Minutes of the Full Council meeting held on 12<sup>th</sup> July 2018 in the Parish Council Office, Silver End Village Hall.

**Present:** Cllr Ashford (Acting Chair), Cllr Hughes, Cllr Bugg, Cllr Hopkins, Cllr McDonald, Mrs Temple (Clerk) and Cllr Abbott (left before 0718/FC1308.)

0718/FC1302 **Apologies for absence:** Cllr Galley, Cllr Hayward, Cllr Waine, Cllr Fecitt, Cllr Vickers, and Cllr Holmes.  
**Absent without apologies:** Cllr Murray.

### 0718/FC1303 **Resignation of Cllr Mick Galley, Chair of SEPC**

The Clerk reported that she had received the resignation from Mick Galley, as Chair and a Member of the Parish Council. All agreed, with regret, that this should be accepted as it is due to personal family reasons. **Clerk** asked to convey concern over Mr Galley's family member's health and offer thanks for his contribution to SEPC.

#### **Election of new Chair**

Cllr Hughes proposed electing a new Chair as an **agenda item** for next meeting when more members should be present and allow more thought to be given to who the most suitable Chair would be. Cllr McDonald offered himself as second. All agreed at a vote.

#### **Resignation of Cllr Jane Hayward**

The Clerk confirmed receipt of Jane Hayward's resignation due to increasing work commitments. Again, all agreed acceptance with regret and the **Clerk** was asked to write to her conveying these sentiments.

0718/FC1304 **Declarations of Interest** by Members in respect of any items on the agenda.

Cllrs Ashford and Hopkins declared an interest in Planning Application: 18/00172/VAR - land east of Boars Tye Road.

0718/FC1305 **Members of the public** are given an opportunity to speak at this point;

None present.

0718/FC1306 **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 liaising with both Keepmoat and Redrow regarding agreeing a design for gateway signs. The general thought is that a meeting will be organised for discussion.
- She is currently awaiting agreement from Valentine House to install the defibrillator to the front of the building.
- BDC are looking into ownership of the unadopted footpath by the Congregational Church.
- Grass verges meeting has been arranged with ECC, BDC, Greenfields and SEPC. Clerk invited Cllr Abbott and Cllr Waine to attend. Taking place in the SEPC Office on Tuesday 17<sup>th</sup> July at 11.30am.
- Joseph Gardens Allotments – BDC have established that they have an agreement with Greener Silver End that they are responsible for the maintenance of the allotments and the approaching pathway. Steve Wilson is contacting them, although he had out of date contact information, to ensure that they are fulfilling their obligations. In the meantime, BDC went to make an initial tidy up but found that the area has already been cleaned, although it is not clear by whom.
- Bollards for Boars - Tye Green – current fencing disintegrating needs replacing. Also, some of wooden fencing to front of village hall needs repairing. A quote is being sought by BDC to repair those at the village hall and the **Clerk** will speak to James Elms, Greenfields, at the verges meeting, regarding those on the green.

### 0718/FC1307 **Report from District/County Councillors**

Cllr Abbott reported:

- Planning Application at Park Gate Farm. Looking at converting 5 barns but want a totally open application where the use is varied. Access is potentially a major issue as on a corner. Rivenhall PC believe that a full planning application is required. If there are any HGVs making deliveries, they will only be able to travel through Rivenhall or Silver End.
- ECC - Full Council Meeting discussed the illegal blocking of PRoW. Cllr Abbott is pursuing these, particularly the one by the stables. A120 route also discussed.
- Local Plan has been thrown out by Planning Inspector – main issue is garden communities particularly relating to traffic. Possibility that Route D may not be the continued preferred option due to implications with West Tey. The issue continues where local developers can pick and choose until the Local Plan is agreed.
- LHP – meeting cancelled as Chair and Vice Chair absent. Scheme delivered in Broadway which is great news. Cllr Abbott and Ashford met to look at road lining around the school and possibility of removing the layby. 20mph limit was debated – full review is to take place and Cllr Abbott suggested that Silver End be a case study.
- Redrow – he has viewed the front-line hedge and believes that it is very important having counted 11 animal species and noted live elm. He will push to retain the hedge where it is as much as possible and will copy the Clerk and Cllr Ashford in on communication. Suggest also a mini roundabout at entrance in order to slow traffic.
- Waste site may not go to Committee before September.
- Sanctuary – he is pursuing them about the proposed pathway encouraging them to liaise with ECC about it.
- Silver Street to be re-surfaced. Large hole filled outside Congregational Church.

- Factory site – some work has been taking place that he imagines is soil testing.
- Formal complaint to BDC about the maintenance of the village – work has since taken place and the village does look better.

The Acting Chair asked for Members' agreement to bring forward a report on the pavilion meeting, to allow Cllr Abbott to take part in discussions before leaving the meeting. All agreed.

Cllr Ashford reported that BDC need a report and confirmation that Fields in Trust are happy that policies are being adhered to, but no response could come in time to allow work to start as planned. Therefore, temporary lease was suggested to allow this to happen. Transpired that Planning had not pushed the application through and that it is needed to go to Full Council, but this is not until next week. Work was due to commence on 2/7 with 6-8-week process but unable to start due to potential for retrospective planning application. The Trust is investigating quotes from BDC contractors in the hope that they could complete work quicker and Cllr Ashford has a meeting with BDC to discuss these quotes, however the first is £12k higher than originally budgeted. Cllr McDonald suggested contacting a local youth project that assists with charity projects that may be able to help out. Cllr Abbott stated that if it was BDC that had caused the delay that they should assist in some way. Cllr Ashford replied that Paul Partridge, BDC, appears understanding of the situation but that the finance officer is less accommodating. Cllr Abbott offered assistance with his Community Grant but that would obviously only offer hundreds of pounds rather than thousands. Cllr Abbott was thanked for this time and left the meeting at this point and the meeting resumed in its original format.

#### 0718/FC1308 **Planning Applications**

**Planning Application:** 18/00172/VAR Land East of Boars Tye Road  
Variance of Condition 2 – replace approved Parameter Plan

Interests registered in 0718/1304 by Cllrs Ashford and Hopkins. This only left three Members available to vote – non-quorate. As there is time to move this application to August's meeting it was agreed to do so.

**Planning Application:** 18/01090/COUPA Park Gate Farm, Rivenhall

Change of use – agricultural to flexible use

Cllr Hughes expressed concern about nonspecific application making it impossible to comment on. Cllr Ashford proposed objection suggesting the need for a full planning application to provide specific information. Members are unable to make a informed decision due to lack of specific info, although did not want to be unnecessarily obstructive as it may be a positive move bringing business and work to the area. All agreed they did not want to be obstructive but do need additional information. Clerk to include concerns of implications over traffic increases, whilst wishing to support local businesses and their growth but do need more specific information.

**Planning Application:** 18/01068/FUL 32 Grooms Lane  
Erection of side and rear single storey extension, replacing timber temporary structure  
No comment

**Planning Application:** 18/00891/FUL The Tea House, Broadway

Erecting fence and gate to improve driveway

Objection as proposed fencing is in contravention of conservation area guidelines. Request that no decision is made until the issue of initial planning permission has been resolved as this will further complicate an ongoing planning issue. Query if BDC has put in planning app for this development on BDC land.

#### **Applications received after Agenda Setting**

None

#### 0718/FC1309 **Correspondence**

Member of the public - via the website. The surface to the right-hand side of the Skate Bowl is breaking up in the corners and the debris being thrown into the bowl. The **Clerk** has notified BDC and they are to inspect this week. Noted.

Member of the public – approached SEPC again to ask for keys to the Manors Garage with the promise that he will ensure that it is kept tidy. All agreed that on health and safety grounds no one except councillors or staff are insured to access the property. Noted.

Sanctuary Homes – the Clerk was asked to approach them regarding their naming of the site as 'The Manors' as there was concern that this would cause confusion with the existing property in the village. The company reassured the Clerk that this is simply an initial name for the site that won't be carried forward and deliveries are not given the name but simply the postcode/address. Noted.

ECC – Silver Street to be closed for re-surfacing from 16<sup>th</sup> July for 5 days. Noted.

Keepmoat – invitation to the site opening on 27<sup>th</sup> July at 1pm. RSVP required. **Clerk** to notify that Cllrs Hopkins, Ashford, Bugg and Waine will be attending.

Town Mayor of Witham – invitation to Charity Quiz night. 22<sup>nd</sup> September 7.30pm Royal British Legion Hall, Witham. Noted.

Joscelyne Chase – new contact regarding the Co-op site – Bryan Wheeler. Clerk cleared up a few misunderstandings that he had about who was responsible for what. She has stated that she would like to work with him rather than against him for the good of the village. He has agreed. Noted.

Essex Police – the new Chief Constable has been named as Ben-Julian (BJ) Harrington. Noted.

## 0718/FC1310 Reports

- **Police**

Weekly reports emailed to members by the Clerk.

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

See agenda item 0718/FC1314 regarding Window on Silver End.

Cllr Hopkins reported on a new potential project. There are Special Officers in Witham whose primary cost is the bus that they work out of. Cllr Ashford proposed that Cllr Hopkins makes an initial approach to investigate the possibility of sponsoring a Special. Cllr Hughes acted as second. All agreed in vote. **Cllr Hopkins** will notify the Clerk as and when he would like an agenda item added to discuss this further.

WoSE - next edition October (deadline for reports 1<sup>st</sup> October.)

Green Heart initiative - move to Youth Participation.

20 mph – ECC reviewing policy. **Clerk** to request to ECC to expedite review, Cllr Hughes suggested a street by street survey and Cllr Ashford suggested putting on web/FB encouraging residents to give written support, submitted online. **Cllr Hopkins** will set up template. Add this to plan.

**Cllr Hughes** has had no chance to look at footpath closures. He now has historic information for the second walk so can work on this one more easily now. Will send the first walk to Cllr Hopkins as discussed previously.

Joan Lyons Memorial - change target date.

Remove bollards from plan.

Defib update date.

Unadopted footpaths with BDC presently.

- **General Reports from meetings since 13<sup>th</sup> June**

Cllr McDonald – Silver End Surgery Patient Participation Group. He has emailed his report of the meeting to all Members.

- **ECC/BDC reports – update**

The report book was available for view during the meeting.

Broken benches in the park have been removed.

Recycling decks for new mowers has been suggested.

## 0718/FC1311 Finance

### Payments made since the last meeting on 13th June:

Bee Brook	264.00	PJ Taxis	120.00
BDC Office Service Charge	40.00	Petty cash	15.21
Eon	26.55	Donation (FCPT)	2000.00
Silver Tots (Donation re audit)	60.00	ECC Pension Fund	469.67
L/Club Meals (S/End Academy)	504.00		

### Payments to be made:

Bee Brook	264.00	PJ Taxis	120.00
BDC Office Service Charge	40.00	Petty cash	17.88
EALC affiliation	636.95	RCCE membership	105.60
Speedprint (WoSE)	549.00	E-on	34.65
HMRC	1662.54	Essex Pension Fund	454.21

All agreed.

### Bank Balances

Current Account	£ 3,572.98
Deposit Account	£ 13,034.50

**Clerk** to contact Bee Brook to query how they use their hours in the Memorial Gardens.

## 0718/FC1312 Consideration to be given to a Memorial to Joan Lyon

The Clerk reported that she has been in contact with Patrick Wigg who will ensure that we have the appropriate weight of aggregate to allow for fitting the bench – just needs to know the volume which the **Clerk** will pass on. Will need to be collected but he believes a small trailer will do it. Cllr Ashford reported that it would be ideal if bagged.

The **Clerk** asked for authority to purchase the bench and Mr Wigg will then donate the figure to SEPC. All agreed.

BDC requested quotes from both Bee Brook and S Thomson but both declined the work. Therefore, there only remains one quote from John Bailey for **£900, advising planting in September.**

Cllr Hughes proposed that as this is the only quote it is also the cheapest quote. He proposed that this option is accepted. Cllr Bugg acted as second. Vote - All agreed. No further proposals.

## 0718/FC1313 The future of SEPC Luncheon Club

The Clerk reported on a meeting with Helen Thomson, Supervisor of the Luncheon Club, following joint concern over membership. For the last year or so membership has been falling and currently there are only 16 members on the books with on average 12 people attending the Club weekly, with only 2 people using the bus although it is questioned whether they need to or not. Cllr Hughes stated concern over the potential loss of the club, but that if it isn't being used then a revision needs to take place. Cllr Ashford agreed that he doesn't want to see it disappear but that it appears untenable in its current format.

Cllr Ashford suggested making this an **agenda item** for the next meeting to allow members to consider all options such as:

- A one-off meal from time to time.
- Summer picnic, Easter and Christmas meals.
- Monthly meals.

**Clerk** to ask Helen Thomson for her thoughts and to speak to members if she feels this is appropriate.

0718/FC1314 **Window on Silver End – including review of current printers**

Report from last Working Party sent to all by Cllr McDonald.

Congratulations and thanks were offered to Sam Redmond for all of her hard work for the latest edition.

Cllr McDonald thinks we need to stick to deadlines for future reports and if not sent on time, printing goes ahead regardless.

Agreed. Mention in magazine that details for groups can be accessed via the website and next email from Ms Redmond to ask if they are happy for their information to be published due to GDPR.

Cllr McDonald stated that time pressures make compilation harder for Sam currently as she has a new job.

Quote for 28-page comparable magazine with Printwise is £350. Need a full quote to ensure that the price remains static. Cllr

Hughes proposed moving to Printwise, for next edition but on the condition that this is a fixed price and that they can ensure that they can keep to our deadlines. Cllr McDonald acted as second. Vote - All agreed. **Clerk** to get written confirmation.

Cllr Bugg asked **Cllr Hopkins** to put a note on the web asking for more delivery people – agreed.

Nominations were requested for new members for the Working Party for Window on Silver End. As none offered it was agreed to discuss at the next meeting, during the Project Plan.

On the matter of GDPR Cllr Ashford stated that messages should be BCC. to each other. **Clerk** asked to design a statement to cover agreement to see all other members' email addresses. This applies to all personal information. Add to AGM thereafter. This is as a means to protect each other and stick to GDPR. **Agenda** item for acceptance at the next meeting.

0718/FC1315 **Agenda Items for the Next Meeting**

Dropped kerbs – Cllr McDonald – he will compile a list of issues throughout the village and then liaise with the footpath working party.

Grass verges.

Recruitment of new councillors.

Nomination of Chair.

Next Full Council meeting to be held on Wednesday 8<sup>th</sup> August

There being no further matters to discuss the Chair called the meeting to a close at 10.25pm.