

## SILVER END PARISH COUNCIL

### Minutes of the Full Council meeting held on 10th April 2019 in the Parish Council Office, Silver End Village Hall.

**Present:** Cllr Galley, (Chair,) Cllr Ashford, Cllr Hughes, Cllr Waine, Cllr Bugg, Cllr McDonald, Cllr Hopkins, Mrs Temple (Clerk) and Cllr Abbott (left after 0419/FC1433.)

0419/FC1429 **Apologies for absence:** Cllr Pharo, Cllr Holmes, Cllr Fecitt and Cllr Bowers.  
**Absent without apologies:** Cllr Bailey.

0419/FC1430 **Declarations of Interest** by Members in respect of any items on the agenda.  
None offered.

0419/FC1431 **Members of the public** are given an opportunity to speak at this point, however none were present.

0419/FC1432 **Minutes of the last Full Council Meeting** were agreed and signed as a true record of the meeting.  
**Matters arising:**

The Clerk reported that:

- No further info re outstanding matters with Joscelyne Chase – Clerk continues to persue.
- The same applies to Cadent.
- Gateway designs sent to Redrow and Keepmoat. The latter have responded that they are happy with suggestions and have forwarded them to ECC who have the final decision.
- Confirmation that the initial 5 streets oin t

- Cadent have details of all outstanding items, some of which have been completed. However, the Clerk is aware that the Give Way sign has not been replaced yet. Members commented that part of the grass verge to the front of Broadway bungalows has been lost and that the man hole cover to the left of the village hall is broken and there is a possible blockage within the drain.
- Liaising with Joscelyne Chase re the lines at the doctors to see if they can be re-marked.
- Details of gateway signs have been sent to Redrow and Keepmoat.
- It has been agreed that the new development on Sheepcotes Lane will be named Lyons Square.
- The North Essex Parking Partnership have visited the school but have not encountered the car mentioned at the last meeting. They plan to re-visit in the new term.
- Greenfields have been notified of vehicles parking outside the Broadway bungalows.
- Minutes and the project plan have been sent for inclusion on the website.

0419/FC1433 **Report from District/County Councillor**

Cllr Abbott reported that:

- He attended a meeting yesterday with the Cabinet member. Discussed 20mph scheme. ECC Officers do not appear keen to carry it through, using excuses such as the Police won't enforce. Suggested take it to LHP and if voted through the Cabinet Member will probably grant it. Ideally someone from SEPC should be at the LHP meeting to support the scheme. The areas included will be Daniel Way, Valentine Way, School Road and Broadway (where not on bus route.) He will circulate date once known.
- 3 Scrutiny reviews at BDC.
- Cadent have pledged to leave the area as they found it. He will respond that this doesn't appear to be the case. He will suggest a site visit.
- Rivenhall Airfield application - still no date yet.
- Liaison Officer – ECC adopting the Congregational Church footpath and will tarmac the entire length, following temporary repairs that have already been completed. Cllr Ashford suggested a letter of thanks to David Forkin, ECC, for resolving a longstanding issue. **Clerk** to arrange.
- Streetlight still not working on centre of roundabout on Broadway.
- LHP meeting – 4/4. New Chairman. All Silver End schemes still in. Valentine Way next stage has been approved.
- Gateway signs – potential issue re positioning of them as 30mph signs may be moved out.
- Keepmoat enforcement issues – will have to remove parking to the front.
- Library – County going through responses and still state that no decision has been made.
- Doctors – now owned by BDC but no plans to extend this year. Needs to be a priority with new building.
- Mr Bacon re hedge by hives – worried that it will be removed so he put in a TPO for 4 oak trees but BDC have refused it. SEPC to support TPO. The biggest of the trees is at least 130 years old. **Clerk to organise.**

- Verge at junction of Francis Way and Broomfield is becoming an issue and due to the location, it might be an idea to install grasscrete. **Clerk** to send an additional proforma.

Cllr McDonald asked Cllr Abbott a question. Do HGV's have a given route in which to approach the village for Redrow site? Cllr Abbott is uncertain, but he is sure that it is not being adhered to. He will mention this to Redrow and ask what the route is for HGV's/contractors into the village.

Cllr Mc Donald updated Cllr Abbott that he has mentioned the sum stated within the Redrow legal document that could potentially be shared between Silver End and St Lawrence, to Silver End Surgery. His contact at the practice has mentioned this to her legal team.

Cllr Abbott was thanked for his attendance and his report. He left the meeting at this point.

#### 0319/FC1434 **Planning Applications**

**Application No:** 19/00518/ADV Land north of Western Road

Erection of 2 advertisement boards and flags atop

Cllr Abbott suggested putting them back by 8/10 feet, away from the bat corridor.

Objection: As Cllr Abbott's comment above, adding that it is a blatant breach of planning law to apply for permission retrospectively.

**Application No:** 19/00324/FUL Land off Western Road

Creation of temporary construction access and haul road into land north of Western Road

No comment.

**Application No:** 19/00470/HH 12 Francis Court

Erection of single storey lean to extension to form entrance lobby and WC

No comment

#### **Planning Applications received after agenda setting**

None.

#### 0419/FC1435 **Correspondence**

BDC – confirmation that the election for Silver End PC was uncontested with 6 nominations. All are existing Members – Cllrs Ashford, Bugg, Galley, Holmes, McDonald and Waine. She has already been approached by Cllrs Hughes and Hopkins to be considered for **co-option at May's meeting**. She will forward their application forms with the agenda for that meeting.

Joscelyne Chase – re Co-op site. They are holding a review of the bin emptying and grounds maintenance currently and will notify the Clerk once a way forward has been agreed. Queries were raised about trade waste not being collected from the take away but it appears that they have not set up a contract with BDC. This should be resolved by now.

Cllr Bugg – cars are now parking/driving across the pedestrian centre on the Co-op site, in the middle, from one car park to another. **Clerk** to contact Joscelyne Chase, advising of the situation and stating that the bollards that are there are not placed very well. Suggest perhaps a planter?

Emma Rowe, Greener Silver End – Concerns over the litter at the front of the Co-op site. Taking Joscelyne Chase's current review they have agreed to hold on for the time being but are looking to purchase their own litter pickers to ensure that the rubbish is kept on top of and not blown around the surrounding area. **Clerk** asked to remind them not to interfere with survey. Suggest waiting for a communal litter pick.

RCCE – Village of the Year Competition – Judging to take place between 1<sup>st</sup> April and 22<sup>nd</sup> May, requiring 2 – 4 members of the community to show the judges around, lasting 1-1 ½ hours. Notification of short list then made with final on 27<sup>th</sup> June. Prize giving on 10<sup>th</sup> July. Judges have been in contact and a mutually convenient date is being arranged.

Mrs Cocks, BDC – suggestions for street names for the Redrow site, Phase 1. Five names to be agreed with Redrow initially. The Clerk has asked whether it is known yet how many streets there will be in phases 2&3, in case Members want to continue a theme throughout the entire development. Cllr Waine suggested Crittall window parts or animals. Cllr Ashford suggested using names on the war memorial. Cllr Galley suggested past headmasters. Clerk asked to investigate whether names from the war memorial can be used.

#### 0419/FC1436 **Reports**

- **Police**

Reports emailed to members by the Clerk, when received.

Cllr Waine reported on an issue on Western Rd, opposite factory site, where a large pickup truck has been parked and is obstructing the view making it impossible to see past it due to the angle that it parks at. Cllr Galley commented that there were real issues tonight that almost ended in a fight. It is felt that a serious accident will occur if they continue to park there. Residents have been known to use neighbouring roads to get past. The **Clerk** will be given the company name and registration number so that she can write to them to notify them and ask them to park the vehicle elsewhere.

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

WoSE – Cllr McDonald has received complaints from residents and organisations that appear to have not received magazines, including doctors, the pub, houses at the end of Silver Street and Wood Grove. Cllr Bugg will speak to the people concerned, stating that it is always tricky when our delivery people are volunteers. Cllr Hopkins requested electronic copies of magazine for the website. **Cllr McDonald** will arrange.

The **Clerk** reported that refuse trucks have been booked for 2019/20 - 6<sup>th</sup> July and 18<sup>th</sup> January. Notices will go on the notice board, on the website and in WoSE.

Dropped kerbs – one has been completed by St Francis Church.

Youth Participation – leave until September due to major changes in management at the Academy currently.

Update Village of the Year regarding judging.

Cllr Hopkins confirmed that the Project Plan is now on website.

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

Cllr Mc Donald reported on the PPG meeting on 27<sup>th</sup> March – having ensured that all Members have received a written copy in advance of this meeting. Still only 2 patients attending, including him. Aiming for specialised clinics, including topics such as Alzheimer's. Thought that comments on Facebook have been more positive about the surgery at the moment. Details of the PPG meetings have been published locally. Next meeting is on Wednesday 24<sup>th</sup> April at 6.30pm.

Cllr Galley reported on his attendance at the Luncheon Club to discuss increasing the cost of each meal to £4 – as agreed during budget setting. Cllr Galley agreed to review later this year to consider whether to go back to weekly. **Clerk** to diarise.

Cllr Hughes reported on a meeting with Cllr Bugg in the Memorial Gardens to oversee the new gardening contract. Agreed to meet the weekend before meetings in future. Looking at the general condition a good start has been made. More wisteria required on the pergola. Rose garden – 1 rose at least will need replacing (in Autumn.) Herbaceous border – needs some more plants. Cllr Ashford commented that BDC have been generous to cover the additional cost to bring the gardens up to scratch so maybe this year SEPC should purchase the plants. **Clerk** to make an agenda item for the next meeting. Clerk to leave the monthly contractor's report in a folder on her desk.

- **ECC/BDC reports – update**

The report book was available to view at the meeting.

The **Clerk** reported that BDC held their annual Landlord's Inspection on 25<sup>th</sup> March with no matters of concern. Confirmation that the monthly service charge will remain at £40. The lease expires this year and Mr Shorten has suggested that it be renewed on the same basis for a further 6 years and 11 months – this ensures that registration at Land Registry is not required. It was agreed that the lease can be signed on receipt assuming there are no amendments other than the date. Agreement given for future monthly payments to be made by direct debit.

The Clerk further reported that BDC have tidied/re-surfaced the rough area around the skate park as promised.

Cllr McDonald reported that the tree on the corner of Western Close still needs cutting back. **Clerk** to investigate.

#### 0419/FC1437 **Finance**

##### **Payments made since the last meeting on 13th March:**

Petty cash	16.23	BDC Office Service charge	40.00
P&J Taxis	120.00	Essex Pension Fund	454.54
Speedprint	601.00	Microsoft	135.36
E-on	123.65		

##### **Payments to be made:**

Petty cash	18.11	BDC Office service charge	40.00
P&J Taxis	80.00	Essex Pension Fund	454.54
E-on	165.76	EALC membership	643.36
HMRC	1686.74	Occupational Health (ECC)	124.00
Silver End Academy (L/Club)	514.08		

Annual direct debit agreements – Garage rental (Greenfields) - £12.12pw

BDC Trade Waste Agreement - £977pa – 10 instalments of £97.70 from 1<sup>st</sup> April

All agreed.

##### **Bank Balances**

Current Account	£ 1,112.49
Deposit Account	£ 4,034.50

##### **Audit 2018/19**

#### **1. Annual Governance Statement – 0419/FC1437i**

Each statement was discussed and answered. Cllr Hughes proposed that the answers be agreed, and the statement signed under the minute number above. Cllr McDonald acted as second. All agreed by vote.

#### **2. Accounting Statement 2018/19 – 0419/FC1437ii**

Cllr Hughes proposed that the statement be agreed and signed under the minute reference number above. Cllr McDonald acted as second. All agreed by vote.

The Clerk confirmed that the internal audit will take place on 21<sup>st</sup> May with Mrs Greta Tew.

#### 0419/FC1438 **Christmas Lights**

Cllr Ashford was unable to look into this and asked that it be put on **June's agenda**.

#### 0419/FC1439 **Silver End Conservation Area regarding comments re applications for new windows 0219/FC1408 & 0319/FC1426**

The Clerk reported that Mr Paggi and Mr Page have been invited to discuss this matter at a PC meeting. No response from either of them as yet. **Clerk** asked to write to the Chief Executives at BDC and Essex County Council.

Cllr Wayne reiterated that all authorities need to consider nearest alternatives for items such as windows. Need BDC's answer to understand what they view as the next best option and what do they base their decisions on?

Cllr Hughes commented that he believes they would rather we make no comment in order to speed the process up.

0419/FC1440

**Chairman's Community Grant**

A copy of Cllr Galley's proposed application form was sent to Members in advance of the meeting.

A few typos. Cllr Waine commented that the form should state that any grant is only open to organisations in the village. Agreed that by attaching the rules of the grants to the form this would be covered. **Clerk** to remove that applications aren't sent by email – take out the whole line. Need to put the forms and rules on the website for download, for collection from office or sent via email from Clerk.

0419/FC1441

**Agenda items for the next meeting**

Conservation Area, as above.

Cllr Galley called the meeting into closed session for which the minutes are not available for public view.

**Closed session**

0419/FC1442

**Staffing Matters**

Next Meetings:

Parish Assembly - 24<sup>th</sup> April.

AGM & Full Council Meeting – 8<sup>th</sup> May.

Cllr Ashford offered his apologies in advance of both of these meetings.

Cllr Galley thanked all Members for their support and efforts over the last 4 years.

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