

SILVER END PARISH COUNCIL

Minutes of the Full Parish Council meeting held on 11th September 2019 in the Parish Council Office, Silver End Village Hall.

Present: Cllr Ashford (Acting Chair,) Cllr Waine, Cllr Bugg, Cllr McDonald, Cllr Hughes, Cllr Holmes, Cllr Hopkins, Mrs Temple (Clerk,) Cllr Abbott (left after 0919/FC1508) and 1 member of the public (left after 0919/FC1506.)

0919/FC1504 **Apologies for absence:** Cllr Galley, Cllr Wright and Croudace Homes.
Absent without apologies: None.

0919/FC1505 **Declarations of Interest** by Members in respect of any items on the agenda.
None offered at this point.

0919/FC1506 **Members of the public** are given an opportunity to speak at this point.
Resident of Magdalene Crescent reported that the pathway there is very overgrown from neighbouring properties. Hedges aren't being cut back and there is lots of dog mess. Resident was notified that it is owned by Greenfields. **Clerk** to write to Ricky Burt at Greenfields and ask him to investigate as soon as possible. Cllr Abbott will raise with the Highways Rangers. The issue of dog fouling was also discussed. The Member of the Public was thanked for his attendance and he left the meeting at this point.

0919/FC1507 **Minutes of the last Full Council Meeting** were agreed and signed as a true record of the meeting, taking one spelling mistake into account.

Matters arising from those minutes

Gateway (Keepmoat) - Members Enquiries (ECC) investigating via Cllr Abbott.

SEHS - Reminder of National Heritage Open Days 14th, 17th and 21st September. BDC have tidied the front of the village hall.

Cluster Meeting - 26/9 at 8pm. Exploratory first meeting. Cllrs Bugg, Ashford and McDonald stated their intention to attend along with Cllr Galley and the Clerk.

Issues inside and outside the Memorial Gardens – the broken roundabout and the railings to the front have been notified to BDC. Awaiting quotes for the fencing but the damaged sections have been removed. Roundabout mended.

The Clerk was asked to add **Co-option** of a new Member to the agenda for October.

Croudace Homes offered their apologies this meeting but plan to attend in October.

0919/FC1508 **Report from District/County Councillors**

Cllr Abbott reported:

- BDC Full council Meeting in July – he asked why no upgrade to Conservation Guidelines. The Chair agreed that it had not happened when it should and pledged to kick start the process immediately. BDC will liaise with Place Services (ECC) to get things moving. SEPC and SEHS will be involved throughout the process. Thanks, offered to Cllr Abbott.
- Alleyway surface by Congregational Church to be completed by ECC by the end of the financial year. Cost wise they will remove the existing surface and then tarmac. It was mentioned that the plant roots must be killed as coming through the paving at the moment.
- ECC re current 30mph limit on Boars Tye Road. No one is sure where it will be moved back to, if at all. Mr Forken (ECC) is looking into the history to see whether they agree to the 30mph being moved at both ends of the village.
- Both he and Cllr Wright are holding a planning update meeting on 26/9 in village hall at 6.30pm.
- BDC has stated that it has a 5-year housing supply.
- Planning enforcement – mud all over the road by the Redrow site. Still have no wheel wash. Current issue at BDC, Planning Enforcement as they are understaffed.
- Next LHP 25/9. Work being looked at on Valentine Way/School Road. His group are very keen to get more money invested into LHP. ECC has stated that if BDC match fund they will bring the budget back to where it was.
- Bench plaque at thatched church missing – Cllr Bugg has half of it. **Cllr Hopkins** will organise a new if he is given the details.
- Bus shelters have been requested at the thatched church, by Grooms Lane and possibly by the factory. Cllr Abbott will put in applications.

Questions were welcomed at this point:

Cllr McDonald reported that there have been recycling issues at Wood Grove. Not being collected from communal bin areas from the flats and therefore ending up in the black bins. Cllr Abbott will look into it.

Cllr Holmes asked for an update on the chimney stack at the Incinerator. Cllr Abbott replied that more information has been asked of applicant and therefore no decisions at this stage.

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

0919/FC1509 **Planning Applications**

Application No: 19/01560/HH 24 Grooms Lane

Addition of a single storey extension to the front of the property

No comment.

Planning Applications received after agenda setting

None received.

0919/FC1510 **Correspondence**

Town and Parish Summit on 19/9, Thursday 7-7.30 at Gosfield Village Hall. Re Local Plan.

BDC – carried out fire safety and asbestos survey in village hall. Report to follow.

A12 Community Forum - minutes available.

Graham Butland, BDC – copy of letter to Secretary of State re five-year supply of housing.

Member of the public – list of questions and raising issues of note, including broken kerb outside Co-op – Clerk to report and encourage him to report too. Issue of children doing wheelies on bikes and van damaged. This is a matter for the police. Final suggestion is regarding parking in village suggest 1-week parking on left side of road and 1-week on the right side. Members agreed that this is not enforceable.

0919/FC1511 **Reports**

Police

New bulletins being sent via EALC.

Project Plan (matters arising)

Christmas Events Meeting 24/9 at 7.30pm. Clerk to send invitation.

School (Youth Project) – **Cllr Ashford** will liaise with Cllr Galley to agree the way forward.

Proposed 3 new shelters to be added to the bus stops application.

Defibrillator – Greene King meeting held - they have no issues in principle but location to be agreed.

Co-op site – issue of litter. Cllr Ashford suggested putting SEPC bins in at strategic places around the site such as at the bus stop, and then empty them regularly. Cllr Ashford proposed adding to the **agenda for next meeting** – cost of bins and installation plus cost of staff emptying.

Reports from Meetings attended on behalf of Silver End Parish Council

Cllr McDonald - Patient Participation Meeting at Doctors cancelled. Will follow quarterly from 2020.

0919/FC1512 **Finance**

Payments made since the last meeting on 14th August:

BDC Office Service Charge	40.00	Petty cash	16.23
RCCE Membership	105.60	E-on	78.83
Essex Pension Fund	470.07	J Jeffrey (Memorial Gardens)	500.00
EALC (cost of postage)	5.47	Refuse truck	222.00
Election	60.29	Retirement gift cards	300.00
Additional items for P Game’s gift	18.50		

Payments to be made:

BDC Office Service Charge	40.00	Petty cash	17.08
E-on	55.76	Essex Pension Fund	470.07
ECC Pension Admin Fee	60.00	J Jefferey (Memorial Gardens)	500.00
Christmas Lights	405.92	Microsoft (Office annual package)	59.99

All agreed.

Bank Balances

Current Account	£	3,095.31
Deposit Account	£	42,335.45

0919/FC1513 **Christmas Lights/Event**

Clerk to order Christmas Tree on 1/10.

Cllr Galley has prepared a risk assessment for this event and any to follow. Confirmation awaited from **Hire a Hall** that they will kindly offer the hall free of charge once again.

Cllr Ashford has attempted to liaise with Kev Lay about the lights in the trees, without success. Cllr Bugg would like to be included when a date is set.

Week commencing 23/9 **Cllrs Hopkins, Ashford and Bugg** will look at the Christmas lights for the Co-op to ensure that they go up in a better condition this year.

0919/FC1514 **Memorial Gardens Maintenance**

The Clerk confirmed that Josh Jefferey as made 3 working visits to the Memorial Gardens this month. He has stated that he is unhappy with additional voluntary work being done, leaving mess for him to clear. Needs communication if happening again as interferes with his planned works. Also, he is concerned that he will be judged for work if not of a high enough/professional standard.

Cllr Ashford stated that he doesn’t feel the solution is to do the work ourselves but should work with the contractor to get back to a required standard.

Cllrs Galley and Bugg have discussed the possibility of a Friends Group – BDC are happy to come to a meeting to talk it through but it must be independent of SEPC. General feeling from Members is it can be nothing but a positive step working in all areas of the park, not just in ours, however it must be in conjunction with contractor. **Clerk** to ask him how he would like to be contacted regarding intended works, stating that it is important to work with him, not against him. Plus, all works should be cleared when finished. Cllr Holmes suggested that all councillors do a couple of hours work in the park every month. **Cllr Hughes** will write a piece in WoSE about a Friends group with the aim of kicking it off in the Spring. Also put something on Facebook and Web.

0919/FC1515 **Public Toilets in the Memorial Gardens**

BDC are getting quotes to repair the floor.

0919/FC1516 **Listed buildings in Silver End**

Cllr McDonald reported that there is currently no info of plans for factory site. His concern is for the remaining buildings on the site, wanting to see them safe, guarded and listed. There are also other buildings in the village that need protecting, including the bottle store at the Old Forge – Western Lane.

Cllr Ashford queried how we get listed buildings status – need to go to the Secretary of State if on the National Heritage List. Cllr Waine reported that he has attempted this in the past but that BDC were not interested, although it may be easier if on local listing which is down to the local authority.

It was agreed that there is nothing to lose by attempting to apply for local listing – through BDC Planning. First option is for **Clerk** to write to the Head of Planning to thank them for agreeing to look at the conservation guideline but add our desire to also talk about the possibility of including some local listings. Ask them for advice on how to go about it. **Cllr McDonald** will take the lead. Consider the following to be added: pub, bottle store, school railings, park gates, 3 churches, factory site, powerhouse – Cllr Waine will resurrect his original list and add these to it. **Cllr McDonald** will draft the letter and send to **Clerk**.

0919/FC1517 **Agenda items for next meeting**

Co-option.

Croudace Homes.

Bins around Co-op Site.

Conservation Guideline

Christmas Lights.

Memorial Gardens Contract.

The Chair then called the meeting into closed session for which the minutes are not available to the public.

CLOSED SESSION

0919/FC1518 **Terms of Employment/Job Specification Draft for Agreement**

Agreement made for a max of 2 hours pw additional for each of the 2 amenities employees based on their 2-monthly return.

No new Terms of Employment required as hours not being increased significantly and as long as staff are happy to sign agreement to new job specifications then no formal notice is required. All agreed that the new specification was appropriate for the staff to agree and sign.

Next Full Council Meeting – 9th October.

There being no further matters to discuss the Chair called the meeting to a close at 21.58pm.