

SILVER END PARISH COUNCIL

Minutes of the Full Parish Council meeting held on 13th May 2020. The meeting was held virtually, via Zoom, and was made available to the public.

Present: Cllr Galley (Chair,) Cllr Waine, Cllr Bugg, Cllr Ashford, Cllr Hughes, Cllr Bailey (joined late after 0520/FC1617,) Cllr Hopkins, Cllr Holmes and Mrs Temple (Clerk,) All Members were present via Zoom, except Cllr Bugg who was present via phone with Cllr Waine. No members of the public requested attendance.

Before the meeting began in full the Chair notified Members that on the advice of the NALC, the AGM for 2020, for all parish councils, has been cancelled. Therefore, all positions are carried over until May 2021. In addition all Parish Assemblies have been cancelled for 2020.

0520/FC1614 **Apologies for absence:** Cllr McDonald.
Absent without apologies: None.

0520/FC1615 **Declarations of Interest** by Members in respect of any items on the agenda.
Cllr Waine declared an interest in planning applications: 20/00695/HH & 20/00696/LBC, that were discussed and agreed online. He declared an interest via email to all and took no part in discussions or decisions.
Cllr Holmes declared an interest in any financial discussions regarding the Community Larder.

0520/FC1616 **Members of the public** are given an opportunity to speak at this point, however none were present.

0520/FC1617 **Minutes of the last Full Council Meeting (11.3.20)** were agreed and signed as a true record of the meeting.
Minutes of the Extraordinary Meeting (25.3.20) were agreed and signed as a true record of the meeting.
Matters arising from those minutes

The Clerk reported that all outstanding items have been initiated and diarised until some form of normality resumes. However, the following has been completed:

- The lines have been remarked to the rear of the Co-op site, by the doctors. The oil spill behind the takeaway will be removed once contractors are working again. Cllr Ashford stated that this is a slip hazard so must be dealt with urgently. **Clerk** to chase.
- RCCE's Village of the Year Competition for 2020 has been cancelled.
- Although the Memorial Gardens are closed the contractor could still be given access to continue his work. However, he has written to the Clerk stating that he is currently not working but will contact her to let her know of his future plans. Having heard nothing since, she has sent an email requesting an update. No response yet and no invoice for April. **Clerk** to chase.

Cllr Bailey joined the meeting at this point.

Cllr Holmes asked for clarification of why the Memorial Gardens are shut. The Clerk responded that BDC have closed all parks that they are able to under lock and key. The fact that there is a lot of green space nearby the Memorial Gardens made this an easier decision for them, but they review regularly.

0520/FC1618 **Planning Applications**

Planning applications that have been discussed via email, outside of meetings, as agreed by the NALC.

Application No: 20/00695/HH

20/00696/LBC 3 Silver Street

Single storey rear extension

Cllr Waine declared an interest and made no comment via email.

Decision: No comment

Application No: 20/00451/HH 42 Broadway

Erection of single storey rear extension following demolition of existing single storey conservatory

Decision: No comment

Application No: 20/00616/HH 26 Walter Way

Single storey front, rear and rear garage extensions

Decision: No comment

Application No: 20/00509/HH 33 Francis Way

Erection of part two storey part single storey rear extension and infill windows on 1st floor side extension

Decision: No comment

Planning Applications received after agenda setting

None received.

0520/FC1619 **Reports**

Cllr Ashford reported that he was made aware of the Tesco Bags of Help Scheme for £500 as a consideration for the Community Larder. He and the Clerk have applied, and further information is required but looking positive. **Clerk** will follow this up.

The Clerk commented that Cllr Holmes needs to be congratulated on her hard work and determination to start and continue to run the Community Larder. In addition, she has received help from Cllr Bugg and all other Members in some way, to make it a

success. Cllr Holmes responded to say that that everyone at SEPC should be thanked as each person has had input into making it happen. She has received a lot of praise from everyone locally, including those with a dim view of SEPC prior to this. The Community Larder has been very much appreciated by the residents of Silver End, who still have a genuine need for support. She has spent £100 of her Councillor Grant already and will advise the Clerk as and when she would like to receive more. Items are still very much needed as donations slow, including personal items and pet food. Cllr Waine added his thanks to Cllrs Holmes and Bugg, stating that they should receive praise for their work on the Community Larder and the Book Box. All agreed.

Cllr Hughes reported that Cllr Bowers' name still appears on the website. **Cllr Hopkins** will remove.

Cllr Waine reported that both the Witham and Braintree recycling centres re-open on Monday. Green bin collection is also restarting on a 4-weekly basis – dates to be advised. Cllr Galley stated that they will return to fortnightly although it is not known when. The **Clerk** confirmed that July's additional refuse truck is still in place, but she will advise if this changes.

The **Clerk** reported that the June edition of WoSE would be cancelled and that October's would be discussed at the next meeting. The Clerk further reported that **Cllr McDonald** has applied for a grant towards an additional defibrillator.

0520/FC1620 Finance

Payments made since the last meeting on 11th March:

Office Service Charge	40.00	Eon	53.47
Petty cash	18.42	J Jefferey	500.00
Essex Pension Fund	470.07	Toilet supplies	37.42
Speedprint (WoSE)	549.00	BDC Commercial Waste (monthly D/D)	1038.60

Payments made under minute number 0320/EO2/0520

Firstserv	122.40	EALC (annual affiliation fees 20/21)	656.97
(domain renewal until 23.2.22)		D Holmes for Community Larder	100.00
HMRC (Q4)	1803.17	(Councillor grant - £150 remaining)	
Essex Pension Fund	499.05		

Payments to be made:

Office Service Charge	40.00	Eon	42.12
Petty cash (March and April)	26.12	J Jeffery (if invoiced)	500.00
Essex Pension Fund	499.05	D Holmes (Councillor Grant – For Community Larder)	150.00

All agreed.

It was further agreed that councillors could consider using their Councillor Grants towards the Community Larder, if needed.

Bank Balances

Current Account	£ 3,393.24
Deposit Account	£35,126.13

Audit 19/20

The dates for audit have been extended this year but whilst a meeting is held the Clerk asked for agreement for the **Chairman and Clerk** to sign and complete Section 1 of the Annual Governance statement 2019/20 under minute reference 0520/FC1620(i). All agreed.

Section 2 the Accounting Statements 2019/20 under minute reference 0520/FC1620 (ii). All agreed.

Allowance has been made for the **Clerk** to hold a virtual internal audit with Mrs Greta Tew, with an initial form signed and completed as a scan copy, original to follow in the post. All agreed.

Next Full Council Meeting to be agreed once date decided, but Cllr Ashford suggested that the next meeting be in July (either virtually or in person) then followed by the next in September, leaving 2 months in between each. Matters can still be agreed via email if needed under 0320/EO2.

There being no further matters to discuss the Chair called the meeting to a close at 20.05pm.