

SILVER END PARISH COUNCIL

Minutes of the Full Parish Council meeting held on 4th August 2021 in the Small Hall of Silver End Village Hall.

Present: Cllr Bugg (Chair,) Cllr Waine, Cllr McDonald, Cllr Ashford, Cllr Hughes, Cllr Bailey, Cllr Holmes (left the meeting after 0821/FC1630,) Mrs Temple (Clerk,) Cllr Abbott (left after 0821/FC1633,) Cllr Playle (left during 0821/FC1634,) Cllr Wright (left during 0821/FC1628) and 3 Members of the Public (all left during 0821/FC1628.)

0821/FC1621 **Apologies for absence:** Cllr Galley and Cllr Hopkins.
Absent without apologies: None.

0821/FC1622 **Declarations of Interest** by Members in respect of any items on the agenda.
None offered.

0821/FC1623 **Members of the public** were given an opportunity to speak at this point (10-minute allocation)
Member of the public – spoke on behalf of all 3 MotP, raising the following:

- Working together with Cllr McDonald to assist residents to write objections to planning applications. Have liaised with Crossing PC as well.
- Queried use of multi sports court – explained that it falls withing Silver End Tennis Club’s remit. SEPC not adverse to suggestions for its use, if not being used by the Tennis Club, but consideration must be given to the residents living nearby. Cllr Bailey requested that this be an **agenda item** for the next meeting.
- **Clerk** to ensure that audit is available on the website.
- Concern over vehicular speeds being seen on Boars Tye Road. Query over location of speed gun. Can residents be trained to use it? Cllr Ashford replied that the speed gun has now been calibrated. Very few have taken part in the training as only a small number of residents stepped forward. Waiting for Police to notify us when the next training is to take place. The SID is in operation and does move. Only one approved site for speed gun, by the garage. On a personal note, he was very proactive until he and his family were threatened following a speed check of traffic through the village. He also confirmed that SEPC has looked to get a continuation of the path installed on Boars Tye Rd, no luck with ECC, despite fatal accidents. Sanctuary site now need to provide path as far as their site entrance but there is now an issue getting the path extended beyond this point. There was also an attempt to install a zebra crossing in this area, but ECC refused.
Cllr Abbott reiterated the issue regarding speeding at the approach at this end of the village and the lack of support from ECC. Cllr Ashford added that the current gateway speed limit sign is unenforceable as it is the wrong sign. **Clerk** will attempt to chase ECC once more.
- New developments in Silver End - she is in contact with BDC to establish where the money is being spent from S106. Cllr Hughes confirmed that the money can be spent anywhere within the district. Cllr Abbott agreed that this is a district council issue rather than a parish. They too have been promised a report from BDC.
- Assistance re updating the website was offered to **Cllr Hopkins** in his absence.
- Telephone box – the ‘library’ that has now been withdrawn appears to be missed by several residents. The 3 MofP offered their help with others to keep this going. Cllr Bugg offered to hand her the keys. They also complimented the larder and it’s use during the pandemic. Cllr Holmes pointed out the issues with vandalism, hygiene, management etc. This is an agenda item so will be discussed in more detail later.

The Members of the Public were thanked for their attendance and their questions.

0821/FC1624 **Minutes of the last Annual Parish Council Meeting and the Parish Council Meeting (both held via Zoom)** were agreed and signed as a true record of the meeting.

APCM – Cllr Waine was happy with the appointments made on his behalf, except for 21/APCM15 – Working Party Member for Silver End Developments. Cllr Bailey stated that he was happy to take this on instead. Agreed.

As there is a member short on the Employment Committee, Cllr Hughes put himself forward. All agreed.

Matters arising from those minutes/Clerk’s Report:

The Clerk reported that:

- Litter issues at the Co-op site have continued to be a problem. A few weeks ago, Joscelyne Chase employed BDC as their new contractors to empty bins. Sadly, they continue with their existing contractor for the bed maintenance and litter picking. She has updated the notice on the board to this effect and asked members of the public to complain in the first instance to JC but to log their complaint with SEPC too. Steve Wilson, BDC, is keen to liaise on any issues.
- A new litter picker was employed from the 1st June, following 2 interviews taken by Cllrs Bugg and Ashford, with the Clerk in attendance. Sam Redmond is getting on very well and the **Clerk** has diarised the end of her probation period for 1st September. The other candidate was also very good, and she has agreed for her details to be held on file should another position become available.
- As agreed via email the Clerk sent a letter of appreciation to the D4G fundraising ladies to thank them for the new village sign. They have fundraised over a considerable amount of time and the art deco sign was erected outside St Francis’ Church earlier on in the summer. There have been a lot of positive, grateful comments not only from councillors but also on social media. A reply from them is detailed in Correspondence below.

- The defib was not reported missing until after approx. a month. It appeared that it was used by the police in an attempt to save a young person's life, sadly without success. As a matter of course they handed it to the ambulance service to be checked over. There then appeared to be a miscommunication which resulted in the ambulance service being unaware of where it should be returned to. After much chasing and help from Ben Hopkins and the Clerk's personal contact at the ambulance service, the device was located and returned to its rightful position within 24 hours.
- SEPC's blue plastic commercial waste bin was thrown into The Bowl and set alight. BDC retrieved the remains and replaced with a metal bin. The debris has caused flooding in The Bowl, which has since been cleared away.
- The key safe at the front entrance to the Village Hall was broken into and the key stolen and used by younger residents in the village to gain access in the evenings. As a result, the lock has been changed and a new key given to SEHS and SEPC. The **Clerk** will arrange for another to be cut for the spare set, currently held by Cllr Ashford.
- Hire a Hall have very kindly allowed SEPC use of the halls for this meeting and the 3 Parishes meeting held on Monday. All they have asked is a nominal cleaning fee. The **Clerk** has expressed thanks on behalf of SEPC.
- BDC have agreed to John Bailey's request, as SEPC's contractor in the Memorial Gardens. He will replace/reinstate the gravel in the Rose Garden, along the base of the wall, between the wall and the grass path. This was an original feature that is to be refreshed.
- The recently installed disability swing in the Memorial Gardens was broken. Within a very short space of time BDC had removed, repaired and replaced it to ensure that it was ready for use as soon as possible.

0821/FC1625 **Report from County/District Councillors**

Cllr Playle (ECC) introduced himself, explaining that his family are from Silver End. He also thanked Cllr Abbott for all of his hard work. He went on to report:

- Save our Silver End Group – S106 investigation. He is looking particularly re early years provision. Redrow have paid one amount with 2 to follow. There is a 10-year limit on this money rather than the usual 5.
- ECC consulting on 20mph speed limit on Sanctuary Site.
- Parish Councils against Incineration attended meeting recently. Concerns over wider issues in area which will have impact on current policies. Hopefully positive news will follow.
- 10k locality budget – 50% allocated already.
- 2k - summer holiday support grant.
- Project to remove or clean road signs – notify him if anything needs looking at.

He welcomed questions at this point:

- PH – why are ECC happy to agree to 20mph on new builds but it has taken so long to implement the 20mph schemes in the village as applied for through the LHP - some agreed but some have been declined. Cllr Playle agreed to intervene to attempt to include existing roads in these schemes.
- He will look into the unenforceable signage on Boars Tye Road in attempt to get it changed to the correct format.
- Cllr Ashford asked if money can be used to install a roof on the school pool and repair the changing rooms for the use of the school and residents in the village as a whole. A huge asset is going wasted. Open for summer school last week and was hugely welcomed.
- Cllr McDonald explained that LHP was approached regarding raised kerbs at bus stops but very few have been done. Still 6 bus stops do not have raised kerbs. If new developers are expected to cover some of these now can the money allocated be used elsewhere in the village? Cllr Playle replied that there is no current contract with a bus operator and will not be in place until the end of the year.

Cllr Playle was thanked for his report and his attendance.

Cllr Abbott (BDC) reported:

- S106 – also linked to the Open Spaces Plan – PCs are asked to put forward schemes and renew each year. They are looking forward to getting report from BDC as the pressure on Silver End will increase. **Clerk** to review current schemes.
- Planning has changed – Parish Councils no longer have power over what goes to committee. New developments have been recommended to get PCs involved with planning discussions at an early stage.
- Scoping discussions to start with BDC and ECC to ensure that PC/SEHS are consulted.
- Local Plan – Section 2 completed. He argued for green buffers. In hands of 2 planning inspectors. Adopted plan maybe by the end of the year.
- Planning Enforcement Group has been set up – including Cllrs Abbott and Wright. Aim to reboot the current system.
- Independent Green Group – pleased to see support for tree planting
- Cycling and Climate change reports – looking positive.
- 3 parishes meeting – work completed on limes in BDC – huge thanks to Steve Wilson.
- Verge trial outside of villages – going well with only one cut per year.
- Streetlights – Redrow development lights still not adopted, therefore not in ECC's hands currently.
- Rivenhall Airfield – site liaison meeting 17/6. His view is that they will build incinerator and hope to build other parts of plant and will submit more applications. He believes ECC will not enforce even though they know Indava are not conforming.
- A12 consultation 16/8.

Cllr Abbott invited questions at this point:

- Preservation of remaining buildings on incinerator site? He confirmed that the plan is to build an office and refurb some of the old buildings. The control buildings are not part of Indava's land, including the hangers. He will continue to ask but so far it has not looked positive to save the buildings.
- LHP – he hopes that all Silver End schemes stay on.
- Footpath signs at airfield. Cllr Abbott confirmed that this has been raised already; only one footpath left.

Cllr Abbott was thanked for his report and his attendance.

Cllr Wright (BDC) reported:

- He and James also have grants open to clubs and associations in the village. £1500 each and money can be clubbed together.
- Boars Tye Rd new planning application– he personally objected but he suggested that if new documents go onto the application that new objection letters are submitted by Members of the Public.

Cllr Wright was thanked for his report and his attendance.

0821/FC1626 Planning Applications – agreed via email communication since the last meeting. Only objections/comments noted:

Application No: 21/01798/FUL Co-op Supermarket, Silver End
Replacement roof.

Objection: No objection but comment to note that the material of the rain down pipes should conform to current Conservation Guidelines.

Application No: 21/01464/FUL 37 Francis Way
Single storey side and garden room extension.

Objection: Alters the street scene. The side extension CAN be seen from the road.

Application No: 21/01875/HH 22 Boars Tye Road
Replacement windows and front door.

Objection: In contravention of current Conservation Guidelines.

Application No: 21/01022/FUL 32 Valentine Way
Replacement window frames.

Objection: In contravention of current Conservation Guidelines.

Planning Applications received after agenda setting

None.

All agreed that in order to save time during meetings, planning applications will continue to be discussed via email and minuted at the following meeting, should objections be raised. Large applications will still be brought to meetings for discussion.

0821/FC1627 Correspondence – not already covered in the Clerk's Report

WI – invitation for the Chair to attend as a speaker on 21st September 7.30pm, to go through the areas and responsibilities covered by SEPC. Cllr Bugg to attend.

Mayor of Witham – hosting a charity fundraiser (for McMillan and Witham Operatic Soc.) Bubbly Tea at Cressing Temple, 2.30pm on Sunday 5th September. £25pp. Noted.

Cllr Ross Playle – continuation of the Locality Budget. £10k available to Witham Northern Division. Deadline for applications 28th February 2022. Noted.

D4G – Letter of gratitude for SEPC's thanks and comments regarding the new installed village sign. Noted.

Patricia Wilcox, Mite – Following the village hall key issues mentioned in the Clerk's Report and in lieu of the Building User meeting that was cancelled last month, she has been asked to collate any concerns/issues regarding the roles and responsibilities at Silver End Village Hall, by 11th August.

**0821/FC1628 Reports
Project Plan**

The Clerk provided copies of the Project Plan as it stood when last discussed in March 2020:

Cllr Bugg suggested that this be discussed quarterly. All agreed to get it up to date for next meeting and then review quarterly thereafter.

Cllr Ashford commented on the Francis Crittall Trust. He will bring up installing the defib to their building wall. If not, they may look at funding their own. Cllr Bailey does not think that the pavilion is the best or most practical location for a defib. Cllr MacDonald commented that he believes you can't have enough defibs in the village.

At this point the 3 Members of the public, and Cllr Wright, left the meeting. They were thanked for their attendance.

Reports from Silver End Parish Councillors – Meeting/Activities

None.

Reports for ECC/BDC

Cllr Ashford – would like to see more in the Memorial Gardens for the disabled children. Roundabout needs to be considered perhaps – **Clerk** to check open spaces plan and if it is in there, contact BDC to find out what more can be done. Cllr Hughes

thinks we should consider re-instating the play area at Silver Street/Francis Crittall Pavilion. Cllr Bailey added that the main cost in playground equipment is the installation. Is it worth working as a PC and pay for it to be installed ourselves?

Agenda item for the next meeting – New play equipment/potential new site. **Cllrs Ashford and Bailey** to liaise in time for this meeting.

0821/FC1629 **Finance**

Payments made since the last meeting:

M/Gdns contract	462.00	M/Gdns contract	462.00
M/Gdns contract	462.00	EALC affiliation	685.54
Office (3x40)	120.00	E-on	176.61
HMRC (Q1)	1609.24	Pension (3x507.01)	1521.03
Petty cash (May, June, July)	45.43	Chelmsford Safety Supplies (PPE)	243.65
Key cutting	22.00		

Payments to be made:

Office Service Charge	40.00	Essex Pension Fund	507.01
M/Gdns contract	462.00	Petty cash	13.42
RCCE affiliation	105.60	Hire a Hall meeting rooms	40.00

All agreed.

Bank Balances

Current Account	£ 2,917.30
Deposit Account	£20,127.45

Bank Mandate

The **Clerk** reported that she has a new signatory mandate to return to the Co-op. It will remove Cllr Galley and add Cllr Bugg in his place. In the meantime, Cllr Ashford and the Clerk will continue to sign.

0821/FC1630 **Witham Community Hub**

As discussed at the last meeting the Clerk was in regular contact with the hub, looking at ways to slowly introduce a satellite hub into Silver End. Plans had reached the point where the Clerk handed over to Cllr Holmes who was looking to run it. Sadly, this has not come to fruition as the Clerk understands that Cllr Holmes is in the process of moving out of the area. A discussion took place about SEPC's ability to run this successfully and for the long term, the need in the village and whether it should be SEPC that takes the lead with it.

Cllr Hughes proposed a 3-month trial. He could collect supplies once a week but will then not be able to distribute. Cllr Holmes will distribute while she is still in the village. Consideration to be given to the staff of the Luncheon Club to assist initially. Cllr Holmes acted as a second.

Further proposal from Cllr Bailey to step back from the Hub and act as sign posters to ensure people are aware of where to go if they are in need of help – Witham Community Hub, Braintree Foodbank. Cllr Ashford stood as second.

No further proposals. Vote for first proposal: 2 in favour. Vote for second proposal: 6 in favour. One abstention. Therefore, the second proposal was carried.

Cllr Ashford added his concern of taking on too much. Cllr Bailey added that he doesn't think it is the right thing for SEPC. What Cllr Holmes did during the pandemic was fantastic but not sure that as a PC we are equipped to manage it. Nice idea but practicalities set us aside. Cllr Holmes disagreed.

The Clerk reminded councillors of the difference between the Hub and the Foodbank.

Cllr Ashford felt that SEPC are getting over our heads and that our first priority should be sign posting.

Cllr Holmes left the meeting at this point.

0821/FC1631 **3 Parishes Meeting Report**

The Chair reported on the latest 3 Parishes Meeting, hosted by SEPC, on Monday 2nd August.

Tree planting – 125 years of PCs – 42 trees per Parish – Eastlight given use of site at the end of Bristol Court although can't see them there. Nice to have more visible sites. Cllr Ashford commented that as SEPC have no land we may struggle for new sites.

Cllr Hughes suggested replanting along Broadway on verges where they have died. Cllr Bailey asked for Members' assistance to water any new trees to ensure their survival during the first year. 42 trees to go on the Bristol Court site. Cllr Bugg stated that Greener Silver End are planting near the church. **Clerk** to liaise with Cressing PC about sourcing trees.

Re larger planning applications – Cllr Wright will send details of larger planning applications that affect all parishes.

0821/FC1632 **Silver End Luncheon Club**

The Clerk contacted Silver End Academy (Stacey Manning) to check if they would be able to re-start meals for the Luncheon Club in September (with a view to discussing the future at this meeting.) They have confirmed that they do not see themselves being able to support the Club any longer – now or in the future. They are saddened by the fact, but they have had a change of staff and only have 3 people in the kitchen.

With this in mind the Clerk asked the Luncheon Club staff to consider ways that this could be accommodated to ensure the L/Club's continuation. They have suggested meeting twice monthly. One week they will prepare a sandwich meal and the other fish and chips. Helen Thomson suggested that if we needed someone to cook something more substantial, she is prepared to stand down to make way for someone else.

The Clerk has been in touch with Witham Town Luncheon Club to discuss the possibility of joining them. They are currently without a venue so would be interested to discuss a way of possibly working together in Silver End, whereby they cook the meal on site but use our venue. They currently have a working session from 9-2, with members joining them from 10-1.30pm. They charge £5.50 per meal plus 50p for a hot drink.

Cllr Ashford is keen to make things work. Could village Care Homes help by providing meals? **Clerk** to investigate.

Agreed to invite Karen to see the facilities to see if they are viable and to talk about how we could move things forward.

The Lunch Club Supervisor is keen for an initial letter to be sent asap to members to say that meals can no longer be provided by the school, but that SEPC are considering other options in an attempt to ensure that the Luncheon Club continues. Agreed.

Agenda item for next month.

0821/FC1633 **Review of SEPC's handling of the Pandemic**

Cllr Ashford's opinion was that SEPC did amazingly well. Responded and gained the best community spirit he's experienced in Silver End. Stepped on a few toes but done with the best of intentions. Responded quickly and successfully. The larder moved onto the phone box library, which was well used, and it would be great if the community take it on and manage it. Mistakes were made but that was the nature of the times we were in. Thanks to everyone for their efforts.

Cllr Bugg confirmed that he closed the library phone box as it was very little used. He still visits once a week to keep an eye on it. All agreed that the hope is that we never have to consider measures such as this again in the future.

0821/FC1634 **Christmas Celebration/Lights**

The Clerk has been in touch with Carol Hutchings. She is uncomfortable at this stage to organise too much due to the high attendance of previous years and Covid restrictions. Her initial thought is to put on a Santa's grotto with a booking system but is open to suggestions. Cllr Ashford shares her concerns based on how busy it has been over the last couple of years plus how many people locally are isolating currently. Cllr Bugg agreed.

All agreed that we should still have the tree and lights, plus 2 avenues of lights and perhaps hold event in the Memorial Gardens.

Clerk - meeting with Carol and Cllrs Bailey and Bugg to hold something outside. Also talk to Cllr Hopkins about lighting

Cllr Playle left the meeting at this point and was thanked for his attendance.

Agenda item for the next meeting.

0821/FC1635 **Consideration to be given to the purchase of a 'Lone Tommy'**

This item is as a response to requests from Members of the Public for a silhouette for Silver End.

Cllr MacDonald repeated previous conversations on this matter. Originally the figures were given to parishes that had a role of honour for lost soldiers in the First World War – Silver End doesn't have one. He is not in favour as thinks it will degrade the intended purpose. He suggested a 'Lest we Forget' bench for those that fought in all wars. Cllr Ashford agreed with this thought stating that we are better placed to continue with our Remembrance Service. People need to remember that Silver End was not in existence, albeit as a hamlet, in the First World War. Cllr Bailey asked if we could consider a 'Lest We Forget' bench to replace broken ones. There is one on the green of Temple Lane/Broadway.

Agenda for next meeting – consideration of costs and installation. **Clerk** to contact ECC/BDC for agreement.

0821/FC1636 **Agenda items for next meeting of which date is to be confirmed**

Cllr Mc Donald - Access to Fishing Lakes

Cllr Bailey – Replacement stones for Rose Garden - white coloured shingle – Cotswold stones. Put membrane down first £160 – quote to put to BDC for consideration. Cllr Bugg offered his help.

All agreed to go back to the monthly meetings – second Wednesday in September. Book small hall again for September meeting, ideally monthly until the end of the year.

There being no further matters to discuss the Chair called the meeting to a close at 22.22 pm.