

SILVER END PARISH COUNCIL

Minutes of the Full Parish Council meeting held on 8th December 2021 in the Small Hall of Silver End Village Hall.

Present: Cllr Bugg (Chair), Cllr Waine, Cllr Ashford, Cllr Hughes, Cllr Galley, Cllr Hopkins, Cllr McDonald, Cllr Bailey, Mrs Temple (Clerk,) Cllr Playle (ECC, left after 1221/FC1687,) Cllr Wright (BDC, left after 1221/FC1687) and 2 members of the public (one left after 1221/FC1685 and the other remained until the end.)

1221/FC1683 **Apologies for absence:** Cllr Abbott (BDC.)
 Absent without apologies: None.

1221/FC1684 **Declarations of Interest** by Members in respect of any items on the agenda. None offered.

1221/FC1685 **Members of the public** are given an opportunity to speak at this point (10-minute allocation.)

One Member of the Public – would like to see the doctor’s surgery relocated to the factory site and form part of the powerhouse that stands there. Ideally it could become a community hub. She has emailed Cllrs Playle and Abbott. Asked if SEPC would approach the landowners to see if there is any possibility of renting/buying the site.

Cllr Ashford replied that there was always an intention to build on the second floor at the current surgery, but the member of the public stated that this would have a detrimental effect on her property. She added that there is also an issue with parking. Cllr Ashford stated that it is BDC’s building, and their intention was always to extend as it is far more economic to do so rather than redevelop the powerhouse. It is a shell of a building that isn’t even watertight.

Cllr McDonald agreed that ideally a new village centre could be established at the factory site. Believes the Co-op site is no longer fit for purpose. Parking is and will continue to be an issue.

Member of the public asked that if the site owners were prepared to make the buildings watertight and then allow BDC to rent the site, would this be feasible?

Cllr Bailey doesn’t think that money will be available to update the site. There is very little money to employ more doctors currently let alone find the money to improve the buildings.

Cllr Ashford stated that SEPC have no power in situations such as these and will not be consulted until planning stage. Cllrs Playle, Abbott and Wright are far better placed to offer support. Cllr Wright suggested that it might be worth contacting the NHS. Cllr Playle stated that it is for landowners to complete the tests to determine suggested land contamination. He has asked about the future of the site and understands that the landowner has appointed a new agent suggesting that they are making moves to sell the site.

The member of public left the meeting at this point.

The other member of the public did not wish to speak.

1221/FC1686 **Minutes of the last Full Council Meeting** were agreed and signed as a true record of the meeting, taking into account the following amendment:

It should be stipulated that Cllr Scott is a representative of ECC Highways.

Matters arising from those minutes/Clerk’s Report:

The Clerk reported that:

- She has been in touch with Jane Willey, the Community Speed Watch Co-ordinator. She has confirmed 2 sites allocated in Silver End – Boars Tye Road and Western Road. List of names needed for those wanting to join – online training (1 hour) and then a roadside practical training session. Training is carried out by Highways. If additional sites are to be considered she has asked for the site location to be confirmed using the what3words app to ensure there is no confusion. Cllr Hughes responded that as it has been a long time since the original training, he would appreciate a refresher. **Cllr Ashford** will collate a list for the Clerk to put forward and suggested the possibility of another site opposite the Redrow development – agreed. He will get the what3words address. And the matter will be an **agenda item** next meeting.
- The bulbs and whips have been collected and Members notified that they are in the shed behind the hall. She reminded everyone that a picture is required of the whips once planted. Cllr Bailet confirmed that this is the perfect time to plant them. Cllr Ashford suggested the community woodland and Cllr Waine confirmed that he has asked the landowner behind his property if some could be planted on his land. Cllr McDonald suggested putting some in Grooms Lane where trees have been removed – only need 2 or 3, however ECC agreement would be needed. **Cllr Bailey** is happy to plant the bulbs around the village if everyone is happy – all suggestions were agreed.
- She asked **all Members** to ensure that they have sent a photo to Cllr Hopkins for inclusion on the website, by the end of the year at the latest.
- Rick Sargent, BDC, has chased Landscape Services regarding the fallen tree in the Memorial Gardens. They have promised to investigate this week.
- Contact made with BDC to ask about the installation of additional dog bins in the village.
- Broken bollard on Co-op site has been reported but not yet repaired. The **Clerk** will chase this.
- BDC have agreed that the flagpole in the Memorial Gardens can be used for by SEPC. They have provided a Union Jack and will ensure that the Clerk is notified when specific occasions occur where the flag should be raised/removed/at half-mast. **Cllr Ashford** asked for agreement to liaise with Adrian Fecitt to mirror the flags that he raises. All agreed.
- A letter has been sent from SEPC, put together by Cllrs Galley and Abbott, and forwarded to the Mid Essex CCG in line with discussions in 1121/FC1681. The Chair believes that a new GP starts in December.

Cllr McDonald reported that he has completed and will submit the Highways Report and has diarised the BALC meeting.

1221/FC1687 **Report from County/District Councillors**

Cllr Wright (BDC) reported:

- Local Plan – consultation taking place until 24/1. Appears there is little that should have a major impact and there is nothing new to note in Silver End. BDC has revised housing figure to 5.2m. Hopefully this will stop speculative development.
- BDC Full Council meeting is due next Monday although with the new lockdown measures this may not take place.
- Path through Memorial Gardens to be repaired, following a resident's fall.
- 3 Parishes meeting – agreement made re tree planting.
- Cllr Abbott has written to ECC re Airfield Waste Site as enforcement is not being taken against developers due to not building what they have originally stated – no recycling plant.
- Memorial Services – He laid the wreath in Silver End and offered his thanks to all those involved.
- Cllr Abbott attended the Christmas Event on Saturday and again thanked everyone that had worked so hard to organise the event which was a huge success.

Cllr Playle (ECC) reported:

- Locality funding for benches - £1500 still available. Maybe liaise with Bradwell PC regarding a joint application.
- Incinerator - Condition 66 didn't go to committee in November, and unsure whether it will happen until January due to issues between Indava and ECC. Site liaison meeting next month.
- Social media – updates on A120 on social media. ECC are unclear on this and are surprised that Highways have not liaised. Suggested viewing ECC site to see press release.
- Meeting with LHP officer – one of the School Road speed signs has been moved. They queried moving the 2nd and are now investigating.
- Special Constables in Parishes – he has details of who to contact.
- Consultations to be considered – this month there is one for the libraries.
- Trees in Grooms Lane – he will investigate permission for the missing ones to be replaced with whips.

The Chair thanked Cllr Wright and Cllr Playle for their attendance and their reports, and they both left the meeting at this point.

1221/FC1688 **Planning Applications – agreed via email communication since the last meeting. Only objections/comments noted:**

21/03235/HH 24 Valentine Way

Conversion of front garden to driveway

No comment.

1221/FC1689 **Correspondence – not already covered in the Clerk's Report**

Mayor of Witham – Christmas Celebration on 8th December has been cancelled due to the increase in Covid-19 cases.

BDC – Housing Briefings for 2022 – dates given.

At this point it was agreed that Christmas snacks would be saved until the meeting was closed.

1221/FC1690 **Reports Project Plan**

The Chair went through the plan and the **Clerk** was asked to update some items.

In addition, it was discussed that Redrow currently have a defib on site. It was agreed that once they have finished building on site that they consider donating it to the village so that it could then be installed at the Western Arms. **Cllr Galley** will approach them.

Reports from Silver End Parish Councillors – Meeting/Activities

3 Parishes – Cllr Ashford reported that the following issues had been discussed - Solar Farms, including the application at Rivenhall. Loss of agricultural land which Cllr Abbott is liaising with BDC about. Tree planting – all 3 parishes now have a designated site. Planning Applications and the concern caused by the amount of building in the area. All 3 parishes struggle with apathy locally and have the same issues with social media. Crossing PC are to host the next meeting.

Christmas Event – the Chair offered sincere thanks to all those that helped with putting the lights and the tree up and for all that helped to make the event itself such a huge success. Lots of positive feedback has been received.

Remembrance Service – The Chair laid the wreath on behalf of SEPC. Very well attended.

The Clerk reported that she and the Chair held a meeting with a member of the public who had raised some points at the last meeting. It was agreed that the best way forward was to talk and find a way to work together. Positive meeting, raising, amongst others, the following points:

- She has taken on management of the Silver End Community Hub. Starting small with parcels to those identified. The Clerk has been liaising since this meeting and delivered a parcel to a very grateful resident. Aim is to provide as much continuing support as possible. She will deal directly with Witham Hub as the Clerk explained that it falls outside of the remit of SEPC. All members were asked to make suggestions and offer help if they can. Cllr Hughes has already offered his help with collection and delivery, although has heard nothing as yet and asked the **Clerk** to chase. Christmas boxes are also being made by residents and handed to the Witham Hub. The Clerk has asked for updates where possible.
- She is happy to spread the word of meetings etc via social media and will ensure that an agenda is made available for those not accessing Facebook or Instagram. She is keen for residents to get involved in their village.
- The possibility of a Diversity and Inclusion Policy was discussed. The Clerk explained that SEPC's Standing Orders hold this information. Having done some research the Clerk established that many PCs have such policies on their websites. Assuming all happy the **Clerk** has prepared a simple version for councillors to consider at the next meeting in January.

Reports for ECC/BDC

Clerk to ask BDC to trim trees to the direct rear of the village hall, at ground level as there are inch long thorns. Some have been done but not all. Also remind BDC that the beech hedging has still not been cut back.

Cllr Ashford queried the hole in the hedge to front of hall. Cllr Bugg confirmed that this has been raised with BDC and they plan to put some new plants in and protect them with temporary fencing.

Cllr Hopkins - gate to Scout Hut has now completely broken, and a new set is now required, rather than a new single gate. Needs a way to walk round for residents, using it as an access from Wood Way to Silver Street. **Clerk** asked to suggest a site meeting which Cllr Hopkins is happy to attend.

Clerk asked to report broken streetlights to ECC - Temple Lane – No:1 and Francis Way outside Manors.

Clerk to contact Greenfields again about the horsebox that is parked on the road outside of the Manors – believed to be owned by a resident there. It causes traffic issues as the road is so narrow and forces other drivers onto the verge.

1221/FC1691 Finance

Payments made since the last meeting:

Office service charge	40.00	Essex Pension Fund	507.01
M/Gdns contract	252.00	Petty cash	14.67
Eon	87.62	Hire a Hall meeting room 8/12	39.37
BDC Community Transport	60.00	Speedprint (WoSE)	549.00
BHIB insurance	827.22	Tiptree Meals 29/10/21	137.50
Tiptree Meals 12/11/21	142.50	Tiptree Meals 26/11/21	152.50
British Legion donation	20.00	Key cutting	10.50
Ultra LEDS (Xmas lights)	1031.04	Hire a Hall (deposit Christmas event (refundable deposit))	100.00

Payments to be made:

Office Service Charge	40.00	Essex Pension Fund	507.01
M/Gdns Contract	252.00	Petty cash	29.26
Eon	92.53	Tiptree Meals (December 21)	max£310
C Hutchings (Christmas event max)	600.00	Hire a Hall – small hall hire for meetings	118.80
Ambershire (Christmas tree)	348.00	Printer ink	79.87
Christmas staff vouchers	60.00		

All agreed.

The Clerk confirmed that the Memorial Gardens contractor has quoted £240 for the stones and weed membrane for the Memorial Gardens. She has approached BDC re payment under maintenance and replacement. **Clerk** to make an agenda item if required.

Bank Balances

Current Account	£ 4,899.13
Deposit Account	£30,000.00

1221/FC1692 BDC Open Spaces Action Plan 2022

The **Clerk** asked members to update the plan for Silver End - add/amend/delete.

Cllr Hughes asked at the last meeting to include play equipment for the disabled and Cllr Ashford suggested that the play area in the Memorial Gardens be increased in size.

All other items to remain.

1221/FC1693 New benches in Silver End – ‘Lest we Forget,’ The Queen’s Platinum Jubilee and 2 others (ECC owned)

The Chair, Cllr Galley and the Clerk attended a meeting at BDC with Steve Wilson and Rick Sargent to discuss the Memorial Gardens. It was agreed that BDC do not plan to tender for the contractual works in SEPC’s area but will leave it in the hands of SEPC to decide who will carry out the works for their area of responsibility. **Agenda item** for next meeting to confirm the way forwards. BDC will continue with their contribution but there will be no increase in their partnership payment for 2022/23.

Benches were discussed. The two on the crossroads of Temple Lane/Broadway/Valentine Way are ECC owned on ECC land.

Should SEPC wish to replace these with 2 specific benches as originally discussed, it could be a complicated process as not only would a land survey be required but also the installation is very specific and would require the installation of a path to the benches themselves. In addition, SEPC would need to sign a Licence taking responsibility for the benches in their entirety.

The Clerk has tried to make a general report to ECC to see if these benches can be replaced with standard benches, due to their poor state of repair. This is proving difficult through the online system as they direct all bench issues through BDC.

All agreed that the **Clerk** should contact Cllr Playle to find out if ECC will replace the benches due to their poor state of repair and allow SEPC to have the 2 ‘special’ benches there as a first option. If not, then they will need to go in the Memorial Gardens. If ECC are not prepared to go down this route, then they must replace the benches that are there before someone hurts themselves on the sharp metal. **Agenda item** for FC in February.

Richard Bass, BDC, has sent options of the available benches to replace the 2 that have been removed from the Memorial Gardens.

1221/FC1694 Road Safety Trust grant application

The Clerk confirmed that she has received notification that SEPC has been unsuccessful in its grant application. This is on the basis that other projects met the criteria more closely.

Cllr Galley stated that it had been a good exercise and that a new application be made when they re-open.

1221/FC1695 **Defibrillator service plan**

Cllr Hughes raised the need for putting a service plan into action for the defib. The ambulance service carried this out in the Summer, following its use by the Police, but it is important to ensure that it is ready and working whenever it might be needed. The Clerk has contacted a servicing company – Sealcalibration – who suggest that the unit is serviced annually for a cost of £129 + VAT – on site.

Cllr Ashford proposed that the **Clerk** include this in the budget for consideration, Cllr Hughes acted as second.

If this is agreed it would be worth getting a few parishes together, along with the Francis Henry Crittall Trust, to see if a reduction in cost can be agreed. **Clerk** also to ask what is included in the service.

1221/FC1696 **Window on Silver End – the future of the magazine and its distribution**

All agreed that there will be an item in the next edition, highlighted on the front page, that this will be the final edition that is printed and delivered for the entire village. There will be an online version available via the website (it will be possible to monitor access numbers,) copies left in the previously agreed locations in the village and only those that request a delivered version will receive one.

Agreed that the next print run will be increased to ensure that everyone living in the village will receive one.

1221/FC1697 **Recycling – SEPC to play their part**

Cllr Bugg wondered if our litter pickers could do more recycling. This would not only be a positive move environmentally but may reduce the cost of the commercial waste contract as it would not need emptying as often. **Clerk** to contact BDC to establish whether all waste goes to landfill as anything that the litter pickers collect would not be washed and to see if commercial collections can be reduced. If this is the case, then would they collect the clear sacks?

1221/FC1698 **Agenda items for next meeting**

The next meeting will take place on 12th January 2022, however due to the tightening on lockdown restrictions the **Clerk** will contact everyone in the new year to evaluate the situation.

It was agreed that any meetings held until the end of March will be held in the small hall.

Agenda items:

Budget

Memorial Gardens contract

Diversity and Inclusion policy

Before leaving the meeting Members reviewed their Register of Interests, making amendments where necessary and then signing and dating them.

There being no further matters to discuss the Chair called the meeting to a close at 21.30pm.

Following closure of the meeting Members and the remaining Member of the Public enjoyed Christmas snacks very kindly provided by Vicky Waine. Grateful thanks are minuted to her and everyone was wished a very Happy Christmas.