

# SILVER END PARISH COUNCIL

## Minutes of the Full Parish Council meeting held on 13<sup>th</sup> July 2022 in the Parish Council Office, Silver End Village Hall.

**Present:** Cllr Bugg (Chair,) Cllr Waive, Cllr Hughes, Cllr McDonald, Cllr Bailey, Cllr Ashford, Mrs Temple (Clerk,) Cllr Playle (ECC- left after 0722/FC1802,) Cllr Abbott (BDC – left after 0722/FC1805) and 1 Member of the Public (left after 0722/FC1800.)

0722/FC1797     **Apologies for absence:** Cllr Wright (BDC.)  
                  **Absent without apologies:** None.

0722/FC1798     **Consideration to be given to the formal resignation of Cllr Simon Hopkins**

The Clerk notified everyone present that she has received, from Cllr Hopkins, a letter of resignation from the Parish Council. The main reasons cited are needing to concentrate on his family and his involvement with the Scouts as his main volunteering focus. All Members accepted Cllr Hopkins' resignation and Cllr McDonald asked the **Clerk** to write him a letter of thanks for his years spent on the PC. The **Clerk** will notify the Electoral Office at BDC to allow them to prepare a notice of a casual vacancy.

0722/FC1799     **Declarations of Interest** by Members in respect of any items on the agenda.  
None offered.

0722/FC1800     **Members of the public** are given an opportunity to speak at this point (10-minute allocation.)

The Member of the Public in attendance spoke about the tennis and multi sports court. His concern is that the facility will be lost altogether if not used at all. Suggested using the grass court as a space for dogs to run free. Owners could use it and possibly pay to do so. Cllr Abbott stated that a group in Silver End is currently speaking to BDC about daytime use, although there might be a query whether this user and dogs are compatible. All agreed that the area is totally neglected currently, and that future use would be welcomed. Cllr Ashford added that the courts need to be separated as currently open since the lock has been broken. This has now been mended. It was explained that the matter is to be discussed in more detail later in the meeting. The Member of the Public thanked everyone for listening and left the meeting at this point.

0722/FC1801     **Minutes of the last Meeting** were agreed and signed as a true record of the meeting.

### **Matters arising from those minutes/Clerk's Report:**

The Clerk reported that:

- A letter of thanks was sent to Mick Galley for his years of service to SEPC. BDC Elections Office has prepared a notice of Casual Vacancy with a closing date of 21<sup>st</sup> July at 5pm. This has been placed on the noticeboard.
- The new volunteer for the Luncheon Club is working out well.
- A letter of support was sent to ECC Highways, confirming SEPC's support of the 20mph scheme in the village. There have been 11 objections, meaning that the decision lies in the hands of a Cabinet Member, but thanks were offered for the support. They are to re-advertise to include Walter Way.
- Eon have confirmed that SEPC were removed as the account holder of the Floodlights on 1<sup>st</sup> June 2022. Kev Lay will hand over all of the fobs etc as and when asked.
- An objection was made on behalf of SEPC to the pylon transmission consultation. Offshore transmission was proposed.
- She has contacted **Leila Hobart** about writing a piece for the noticeboard/magazine about the Community Hub and how to apply.
- An updated project plan has been placed on the noticeboard. Following the review in September this will go into the magazine.
- The **Clerk** asked Cllrs Bugg, Bailey and Ashford to remain behind at the end of the meeting to complete the new bank mandate. She has arranged to get Mick Galley's signature tomorrow.
- Notes of thanks were sent as requested for the successful Jubilee event. This prompted a string of thanks to the PC and to all those involved. Communication was between SEPC, Scouts, Guides, WI and the Congregational Church. BDC were also very grateful for the kind words of thanks.
- The Clerk has not added a review of her time allocation back in the office as thinks more time is needed. **Re-diarised** for later in the year.
- Awaiting cheques from Croudace, Redrow and Sanctuary for the new defib by the Western Arms. **Clerk** is liaising with Cllr McDonald to get this organised. **Agenda item** for next meeting where Clerk will have figures for defib machine, weatherproof box and installation, both electrical and groundwork. It was agreed that this device would be registered along with the other owned by SEPC.
- The benches have still not been replaced outside the Co-op. **Clerk** to contact Joscelyne Chase again.
- Community Speedwatch – Essex Highways have agreed to arrange face to face practical roadside training for the volunteers of Silver End CSW Group. New group registration is required and therefore contact info required for all volunteers. Clerk asked for confirmation of those from SEPC and has asked Leila for the contacts that she has. Highways will then undertake risk assessments for the proposed sites and will advise on potential training dates. Ideally a minimum of 10 names are suggested. A Co-ordinator is required that is part of the volunteer group. Sites - they suggest a minimum of 2 and a max of 3. They ask if SEPC still hold a device, hi his and 2 x road signs, if not they will provide. Training lasts

about 1.5 hours, followed by practical roadside training. A minimum of 2 hours monitoring a week is expected. Cllr Ashford confirmed that we still have the machine and 2 signs, but no hi-vis. Councillors Ashford and Hughes would like to be re-trained along with ex-members, Simon Hopkins and Adrian Fecitt. The **Clerk** will liaise with Leila Hobart to get details of hopefully another 6 people, she will then **complete the paperwork**.

#### 0722/FC1802 **Report from County/District Councillors**

Cllr Abbott (BDC) reported:

- New chief exec appointed - Andy Gascoigne.
- Local Plan has been accepted by Planning Comm, unanimously – Full Council looking to adopt on 25/7. Inspectors stated in report that as a result of the delay which allowed many unallocated sites, the district is now ahead on numbers. However, this doesn't stop applicants or appeals – including those currently in Silver End, Rivenhall, Crossing and Kelvedon.
- BDC – Planning Forums – not decision making but are there for questions re major applications.
- Redrow site – enforcement issues re fences, dust, lighting and noise. New site manager very helpful.
- National Grid transmissions consultation – very negative response locally and an alternative is needed. They are currently claiming offshore is not possible although they have carried this out elsewhere.
- Referrals re hedges throughout village – he has contacted Eastlight and ECC.
- Verge cuts – concern shown over site line issues, but he has confirmed that these will still happen.
- BDC – earlier bin collections due to heatwave.
- Locality Grant application for a garden project has been agreed in Silver End.
- Vandalism in Memorial Gardens. CCTV has been mentioned but BDC would need it to be agreed. Rivenhall use wildlife cameras which are good enough for evidence and BDC deal with everything once provided with the images. A sign is still needed to evidence recording and cover legalities.

The Chair thanked Cllr Abbott for his report and opened the floor to questions:

KM – Local Plan – Factory site is now just residential, with mixed use removed. Cllr Abbott responded that BDC have not given a reasonable explanation for this but unfortunately it is in the plan. Delays are currently not feasible as it needs to be adopted to stop speculative development. This issue will need to be dealt with at a future date.

KM – the old bottle store on Western Lane – Cllr Abbott will look into its demolition. He further added that money has been allocated to Enforcement for more staff.

PH – Enforcement – there was a spate of block paving – what measures will BDC take to ensure that they are dealt with retrospectively? Why aren't BDC going around looking at enforcement issues? Cllr Abbott replied that simply do not have the staff currently but that it is important to ensure that all issues are reported – must be done online.

AB – post box at top of Silver Street is covered in vegetation. Cllr Abbott will report.

Cllr Playle (ECC) then reported:

- Pothole scheme – notify him if there are any as he can bypass the usual reporting system.
- LHP – new officer looking after this now – meeting expected later this month/early August. He is investigating the previously reported grasscrete issue.
- Salt Bag Scheme – he will send details to the **Clerk** who has heard nothing to date.
- Pylon transmission consultation – ECC have asked them to review current suggestion – motion passed similar to the one by Suffolk and Norfolk.
- A120 – update expected from Highways. Meeting on Friday re A12 but intends to ask questions about the A120.
- Police Commissioner – rural crime strategy. He will share details.
- Benches – application is in, the aim is for them to be installed in time for Remembrance Sunday.
- Boundary Review – making sure population reflects boundaries. Doesn't expect much change in this area.
- ECC – launched Cool Kind Essex – to make sure that elderly neighbours are checked on during the heatwave.

The Chair thanked Cllr Playle for his report and then opened the floor to questions:

IA – Are he and Cllr Abbott both aware of accident on Temple Lane? Not helped by the hedgerow height on the side of the road. They will investigate.

IA – someone is trying to put a group together to approach ECC to put on a bus to Alec Hunter. Are they both happy to offer their support? Both agreed.

IA – he attended an event in Suffolk supporting EV vehicles. Driveways in village aren't ideal for charge points but has seen some that can be put on lamp posts to encourage EV ownership. Cllr Playle will investigate. Cllr Abbott added that the planning committee encourages developers to include charging possibilities on new properties.

AW – offered thanks to Cllr Playle for his assistance with a lamp standard.

Cllr Playle left the meeting at this point, having been thanked for his attendance.

#### 0722/FC1803 **Planning Applications – agreed via email communication since the last meeting. Only objections/comments noted:**

Application No: 22/01148/HH

33 Francis Way

Retention of fence

Comment:

This retrospective application for the retention of a 2.9 metre (9ft 6 in.) appears to be excessively high. The usual height is 2.0 metres. Have no objections as long as the neighbour the other side of fence is happy with it. As this is retrospective the height may be contentious for the neighbour.

Application No: 22/01571/HH                      42 Western Road                      Replacement windows and doors  
Objection:  
In contravention of current conservation guidelines.

Application No: 22/01785/TPOCON              38 Valentine Way                      Tree works  
Comment:  
Unable to make comment at this point due to lack of information.  
No reason given for the need to fell the trees.

Applications No: 22/01786/TPOCON              36 Valentine Way                      Tree works  
Comment:  
Unable to make comment at this point due to lack of information.  
No reason given for the need to fell the trees.

There are no new, large applications that affect the parishes of Silver End, Rivenhall and Cressing.

#### 0722/FC1804      **Correspondence – not already covered in the Clerk’s Report**

Mayor Of Witham – invitation to 60’s music night on 8<sup>th</sup> April 2023, 6.30-11pm at Royal British Legion Hall, Witham. Notice to be placed on board.

Helen Thomson, Silver End Luncheon Club – issues with use of the minibus as a cancellation fee is charged whenever not used. Therefore, the bus has been cancelled formally and if needed a car will be ordered instead which reduces the cost to £8.20pw with no cancellation fee. Rather than invoicing, cash is due on the day, therefore Helen will pay using the cash collected from the members for their meals and BDC will send a receipt to the Clerk. In addition, Helen has asked for permission to hold a ‘summer tea’ on 19<sup>th</sup> August using money raised at the Christmas Raffle. If in agreement Greta Tew, the internal auditor, would like her fee to be contributed to this to ensure that the members do not have to pay anything themselves. Cllr Hughes proposed this be agreed, Cllr Bugg second. No further proposal. Vote: All in agreement. **Clerk** to liaise with Helen.

BDC Enforcement – carried out a review of the previously mentioned parking on the greensward at Manors Way. Happy to report that only one car was parking there – they have been written to and the site will be monitored.

Member of the Public – asked for assistance in setting up a fitness club in the Memorial Gardens during the good weather. All has been agreed with BDC and SEPC staff and one initial day and one evening session have been started.

BDC – have formalised their approach for parish councillors and clerks to be recognised for their dedication to their parishes. Clerk to notify of anyone with 35+ years’ service so that they can be recognised. The **Clerk** will compile a list of the length of service for all.

Gigiclear – asked if SEPC are interested in a rundown of their proposed project for Silver End.

BDC – Inspectors Report re Local Plan has been published and a decision will be made by BDC regarding adoption on 25<sup>th</sup> July.

BDC – Community Transport are in desperate need of new drivers and have asked for help in recruitment.

Essex Police – large amount of purse theft – poster campaign to be placed on noticeboard.

Member of the Public – complaint about over hanging bushes/hedging at 55 Francis Way, along with a van parked on the pathway it makes it impossible to pass easily. **Clerk** to report to ECC.

Eastlight - Community Engagement Day on 30<sup>th</sup> July.

#### 0722/FC1805      **Reports**

##### **Reports from Silver End Parish Councillors – Meeting/Activities**

KM – Doctors’ surgery meeting 17<sup>th</sup> June with Paula Swash, Service Manager. She may put an item in WoSE/noticeboard regarding the surgery, but nothing has been received yet. She has placed something on Facebook. PPG – she wants to re-start these meetings, but it won’t be until the end of the year.

KM – 14/6 meeting at incinerator. Discussion re HGVs coming through village – low loaders. Access agreed from A120, but bailey bridges are not strong enough.

KM – Levelling up launch event on 10<sup>th</sup> June. Well attended. Still doesn’t really understand the concept and thought it was countrywide, however it appears that it is district wide. Seems that they are levelling things money wise that should have happened 12 years ago. Cllr Abbott added that he is attending a seminar on the subject next week where it will be explained fully.

AB – Meeting to discuss the return of the youth bus to Silver End. Hosted by Leila Hobart. Very positive and moving forward with the idea. Lots of volunteers who will be trained. Hoping that the bus will be back by the end of July. PH – any assistance required from SEPC? AB – possibly come to SEPC to help with fuel costs.

PH – session in the park at the weekend. Looking good. A meeting with the contractor would be useful to discuss the winter plans. Pergola by hedge is overshadowed and would be helpful to discuss how to improve this. Heather bank has disappeared despite new plants going in. AB – duck pond – consider installing feed dispenser with a charge? Might help the water from going green where wrong food is being used. JB – doubts that this will change as the problem is too many ducks in too small and shallow a pond.

AB, JA, AW BW – review of the conservation guidelines – discussed at the last meeting. **Clerk** to check on progress.

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

##### **Reports for ECC/BDC**

Nothing additional to what has already been mentioned.

0722/FC1806 **Finance**

**Payments made since the last meeting:**

Office service charge	40.00	Petty cash	18.74
Essex Pension Fund	507.01	Tiptree Meals (10.6.22)	147.00
Tiptree Meals (17.6.22)	162.00	Memorial Gardens contract	462.00
Speedrint (WoSE Jubilee edition)	560.00	BDC Transport (L/Club)	31.00
Printer ink	9.99	CSS (toilet cleaning supplies)	29.95
First aid hi viz (Jubilee)	15.98	Carol Hutchings (Jubilee)	151.87
HMRC	1605.60		

**Payments to be made:**

Office service charge	40.00	Petty cash	5.44
Essex Pension Fund	507.01	Tiptree Meals (1.7.22)	172.00
Tiptree Meals (13.7.22)	max 180.00	Memorial Gardens contact	462.00
Printer ink	9.99	RCCE membership	105.60
Stationary/stamps	36.63	CSS (hi-vis tabbards)	max 50.00
Internal audit fee – S-End L/Club	60.00	Banners?	max 150.00

Agreed.

**Bank Balances**

Current Account	£ 3,031.53
Deposit Account	£34,000.00

**Review of Internal Audit – consideration to given to a fee for the auditor**

The Clerk reported that she met with the Internal Auditor, Greta Tew, former SEPC Chair, on 21<sup>st</sup> June. A complete internal audit was carried out, in line with specifications set out by the External Auditor, PKF Littlejohn. She found no areas of concern and had nothing to raise with councillors. She signed the audit which the Clerk then sent electronically to the External Auditor in advance of the end date.

Exercise of Public Rights forms, along with the required accounts were placed on the website in line with the specified timings. These come to end at the close of business on Friday and the EoPR will then be removed as stipulated.

The External Auditor has until the end of September to complete and finalise the accounts.

0722/FC1807 **Consideration to be given to the purchase of a laptop/desktop due to current systems no longer being supported**

As agreed at the last meeting the Clerk got costs for the laptop suggested by Simon Hopkins:

AIO laptop – Latitude 5520

Plus, 3 years support, keyboard, mouse and external hard drive. Approx. £1700 for package. Cllr Ashford stated that a good quality system is needed and that a 3-year support plan appears essential.

Cllr Bailey proposed the purchase of this laptop with Cllr Ashford acting as second. No further proposals.

Vote: all in favour.

**Clerk** to order.

0722/FC1808 **Future use of the multi sports court**

Cllr Ashford has had very little time to look into this situation but would like to clarify his thought process:

- Have middle grass tennis court sectioned off from hard court. Potentially left open to allow dogs etc. Multi sports court – modify fence line to add gates to SEUFC to use for parking in bad weather. Extend type one service, at the football club's cost. Still be able to use the court if needed for sports.

PH – stated concern about the strength of the foundations and whether robust enough for cars to park. Cllrs Bailey and Ashford don't imagine that this will be an issue as it will only be for occasional use.

IA- wants to be sure that he is speaking on behalf of SEPC.

JB – feels that it is an unused resource. Need to open it up to the village.

KM – concern about lack of parking and also any car oil leaks on the multi sports court.

AB - concern is for the residents of Silver End as a result of anti-social behaviour in the past.

JB – could ask our staff to lock it as part of their gate locking route.

**Cllr Ashford** will liaise with BDC and notify the Clerk when to place on agenda.

0722/FC1809 **Consideration to be given to the use of an external company to run the website and provide IT support where needed – following the resignation of Cllr Hopkins**

The Clerk has been in touch with Keith Taylor, Clerk to Rivenhall PC, to establish who they use for their hosting. All agreed that either £80pm + VAT is expensive to run a small site such as SEPC's and that £60ph + VAT was expensive as an hourly rate.

She has also been recommended to another company called On Call Media – they charge £25 per hour and also offer PC support.

Need to review current cost of web hosting and domain retention but it could be that it is cheaper to remain where we are with Wordpress and Firstserv.

All agreed that Simon Hopkins has done so much for us in the past that he needs to be given a break and SEPC need to pay for a service.

Cllr Bailey proposed that OC Media should be used on an hourly basis – KM second. No further proposals.

Vote: All in favour. **Clerk** to arrange.

The Clerk will ask for separate quotes if larger projects needed such as re-vamp of the website.

0722/FC1810 **Consideration to be given to the purchase of gardening equipment for use by staff and Members**

Cllr Bugg suggested some battery-operated tools for voluntary use in the village and around the Memorial Gardens.

Cllr Hughes suggested a meeting in the Gardens to discuss with JB, AB and IA.

**Agenda item for next meeting.**

0722/FC1811 **Community Initiative Fund**

Cllr McDonald asked how many local organisations know about the fund? In future notify in WoSE/noticeboard/send to organisations list.

0722/FC1812 **Planning Committee Members Forum**

Cllr McDonald wrote his response based on the paperwork from the Clerk, but he realises that BALC have a different version.

Clerk passed on comments from SEPC by the closing date of 1<sup>st</sup> July.

0722/FC1813 **Agenda items for next meeting on 10<sup>th</sup> August**

Gardening equipment

Conservation Area Guidelines if draft is received in time.

Cllr Ashford offered apologies for next meeting.

There being no further matters to discuss the Chair called the meeting to a close at 21.56pm.