

SILVER END PARISH COUNCIL

Minutes of the Full Parish Council meeting held on 27th September 2022 in the Parish Council Office, Silver End Village Hall.

This meeting is the re-arranged Full Council meeting that was due to take place on the 14th of September. The latter had to be cancelled as a form of respect following the death, and during the mourning period, of Her Majesty Queen Elizabeth II.

Present: Cllr Bugg (Chair,) Cllr Waine, Cllr Hughes, Mrs Temple (Clerk) Cllr Wright (BDC – left after 0922/FC1831 (1)) and Cllr Playle (ECC – arrived after 0922/FC1832 left before 0922/FC1833.)

0922/FC1827 **Apologies for absence:** Cllr McDonald and Cllr Abbott (BDC.)
Absent without apologies: Cllr Ashford and Cllr Bailey.

This meeting was non-quorate and therefore no decisions could be made.

0922/FC1828 **Declarations of Interest** by Members in respect of any items on the agenda.
None offered.

0922/FC1829 **Members of the public** are given an opportunity to speak at this point (10-minute allocation) however none were in attendance.

0922/FC1830 **Minutes of the last Meeting** were agreed and signed as a true record of the meeting.
Minutes of the meeting held on 13th July were signed, having been agreed at the last meeting.

The Chair asked for Councillor's permission to move the Report from BDC up the agenda as Cllr Wright had to leave to attend another meeting. All agreed.

0922/FC1831 **Report from County/District Councillors (Part 1)**

Cllr Wright reported that:

- BDC have announced that housing land supply has fallen short. He and Cllr Abbott are questioning how this has happened and what affect this might have on plans that are at appeal or not yet decided. This does not tally with what was stated when the Local Plan was adopted. Concerning situation.
- A meeting was held in the village hall on 23/9 for the district councillors to update villagers on planning issues. He offered apologies about the late notice but there was very little time to advertise due to the mourning period.
- BDC still slow responding to village related matters and claim this is due to a reduced staffing issue. A timetable of outstanding items has been promised by the end of the week.
- Conservation guidelines – report being put together by Place Services.
- Crittall site – County Councillor made a report in the local news to say that he is in talks with the landowner. Nothing has been discussed with BDC. Cllr Wright doesn't believe that any progress has been made over the last 10 years. Cllr Waine commented that it is good that someone is taking an interest.
- Disappointed to see ECC approving the planning application to move heavy goods through village, rather than over the bailey bridges. Meeting on 30/9 with Indaver.
- A12 new road past Rivenahll End – suggestion that ECC want Highways to leave old road as single carriageway and the other side wilded. Awaiting confirmation as to whether Highways will do the work, or ECC.

The Chair thanked Cllr Wright for his report and attendance. He opened the floor to questions.

Cllr Waine reported that the large loads for Indaver are coming from Temple Lane rather than Boars Tye as originally suggested. Cllr Hughes asked how easy it would be to make the bailey bridges strong enough to take these heavy loads. Cllr Wright believes that in theory it would be relatively straightforward, especially as the land is owned by them.

The Chair thanked Cllr Wright for his report, and he left the meeting at this point. As Cllr Playle was not in attendance at this point the meeting carried on in its original order.

Matters arising from those minutes/Clerk's Report:

The Clerk reported that:

- The summer picnic held by the Luncheon Club was a big success and appreciated by the members. There was no additional cost to SEPC as money raised from the Christmas raffle was used, along with the contribution from the internal auditor. **Clerk** to write her a letter of thanks on behalf of the Luncheon Club.
- The overgrown hedge has been cut back in Francis Way. The path is now easily passable.
- The **laptop** is to be ordered and she needs to arrange a meeting with the new **webmaster** to ensure that the website is kept up to date.
- She understands that Cllr Bailey was looking at the ECC licences for the benches on the Broadway crossroads.
- **Clerk** to order flag for Remembrance Sunday – as discussed at previous meetings.

0922/FC1831 **Report from County/District Councillors**

Cllr Wright made his report earlier in the meeting and Cllr Playle had not arrived at this point (attending meetings elsewhere.)

0922/FC1832 **Planning Applications – agreed via email communication since the last meeting. Only objections/comments noted:**

Application No: 22/01796/LBC 7 Silver Street

Retention of new front door

Objection:

In contravention of conservation guidelines. The current door does not conform with listed building rulings.

Clerk to complete Enforcement paperwork on the door and porch being of the incorrect materials/styles for a listed building.

Application No: 22/022357/HH 11 Miller Way

1st floor side extension with carport below

Objection:

Unsuitable addition with a poor design.

Cllr Hughes reported that he made a personal objection to the Indaver application for heavy goods movement. However, because he stated that he was a parish councillor the objection went through on behalf of SEPC. It was agreed that this would not be an issue as his reviews reflected those of SEPC on this matter.

Cllr Playle arrived at this point and the Chair asked for agreement to again move the item on the agenda to allow him to make his report. All agreed.

0922/FC1831 **Report from County/District Councillors (Part 2)**

Cllr Playle reported.

- LHP meeting next week – all SEPC schemes are still going through. Dropped kerb cancelled in Silver Street as BT lines run underneath.
- A120 – will be shut overnight for road works from 3/10 for 6 months, for evenings only.
- National Highways – accepted widening A12 at Government level – further consultation required for Boreham to Marks Tey. If wish to respond, then need to register by 4/11.
- Pothole fund – many potholes have been marked up. He has an allocation of a further 18 next month – notify him of any to be looked at.
- Friday - Highways Liaison meeting – let him know of any issues and he will add to schedule.
- Youth services 3/10 brunch for stakeholders – what do young people want.
- Locality budget - £400 – to allow hall hire for youth club until Christmas.
- Crittall site – has located landowner and looked into the current concerns. Encouraging discussions to regenerate site. Slight issues with Historic England about the remaining buildings onsite. BDC now interested in the site to help with their reduced land supply figures that have come to light over the next 5 years.

The Chair thanked Cllr Playle for his report and opened the floor for questions.

Cllr Waine – stated that there had been numerous discussions as a PC about the importance of retaining the original buildings and rejuvenating the site. Cllr Playle confirmed that he is very clear on this and understands the importance of retaining the brick-built buildings. The issue is mainly concerning retention of the steel framed bay buildings. He gave credit to the landowners as they want to incorporate the buildings into any new design. Cllr Waine added that he doesn't think that anyone anticipated that all of these bays would remain. He added that he is grateful that Cllr Playle is fighting SEPC's corner. Cllr Playle is looking to organise a meeting with the landowner, BDC, ECC and Historic Services and also SEPC and SEHS once at the planning stage.

The Chair thanked him for his efforts, stating that SEPC are grateful for the consideration being given to the original factory.

Cllr Playle left the meeting at this point as he had several others to attend.

The meeting continued in its original order.

0922/FC1833 **Correspondence – not already covered in the Clerk's Report**

Gigclear – notification of all road works affecting the village from 15/9 (notification received 26/9) until 9/11.

BDC – Housing Options Briefing – 18/10 at 9.30am in Braintree Town Hall.

Indaver – sending details of abnormal loads to the Clerk. No access issues yet. Empty trailers are leaving via bailey bridges.

BDC, LHP Panel – next meeting on 3/10, Causeway House at 4pm.

RCCE, AGM – being held at Layer Marney Tower, 6.30pm on 5/10. Topics for discussion to include rural affordable housing and the creation of the Essex Wellbeing Service.

Cllr Playle (ECC) – details passed to all councillors regarding the Crittall's Factory site. He will ask the Clerk to make the matter a closed session if required.

Essex Police – dog theft leaflet to be placed on the village noticeboard.

Rivenhall Site Liaison Committee – next meeting rescheduled to 30/9 at 11am. Cllr McDonald is unable to attend.

Member of the public - offering assistance to restore the red telephone box in Silver Street. **Clerk** to invite to a future meeting and notify Cllr Waine so that he can prepare some of the info from the renovation that he did previously.

0922/FC1834 **Reports**

Reports from Silver End Parish Councillors – Meeting/Activities

- The Clerk reported that Cllr McDonald attend a BALC meeting where SouthEast New Energy gave a presentation. A copy of the PowerPoint was sent to all councillors.

- Cllr Hughes reported that he and Cllr Bugg will be carrying out a review of the park and will report to the next meeting.
- Youth bus/club – both Cllrs Bugg and Ashford have liaised with Leila Hobart on the matter. The bus has altered since it was last in the village, making it less accessible to the children. Leila believes that a youth club would be well received and has a lot of support to help run it. Hire a Hall have kindly allowed them to use the small hall until Christmas and Ross is funding from the locality grant.
- Cllr Hughes has received no follow up on the food hub. Cllr Bugg mentioned this to Leila Hobart recently and she has put info on the noticeboard as to how to apply. **Clerk** to ask her to make a report for a future meeting.

Reports for ECC/BDC

No reports.

0922/FC1835 Finance

Payments made since the meeting on 13th July:

Office service charge	40.00	Petty cash	5.44
Essex Pension Fund	507.01	Tiptree Meals (1.7.22)	157.00
Tiptree Meals (13.7.22)	172.00	Memorial Gardens contact	462.00
Printer ink	9.99	RCCE membership	105.60
Stationary/stamps	36.63	CSS (hi-vis tabards)	23.16
Internal audit fee – S-End L/Club	60.00	Office service charge	40.00
Essex Pension Fund	507.01	Memorial Gardens contract	462.00

Payments to be made:

Office service charge	40.00	Petty cash (July and August)	24.76
Essex Pension	507.01	Tiptree Meals (3 x sessions)	426.00
Printer ink (July and August)	19.98	PKF (external auditor)	360.00
Memorial Gardens Contract	462.00	Food thermometer – L/Club	8.39
Refuse truck	max 200.00		

As agreement could not be made the **Clerk** will ask for authority via email and then minute this at the next meeting.

Bank Balances

Current Account:	£ 2,127.82
Deposit Account:	£ 23,399.33

Second tranche of precept due on 29/9 £40,032.00

Audit 2021/22

The Clerk is to report and publish the result of the external audit on the website.

Future audits 2022/23 – 2026/27 – external auditors

The current 5-year external audit arrangements have currently run out and a new auditor for the county is being procured for the coming 5 years. Councillors were asked whether they wanted to opt out or continue as part of the SAAA sector led auditor appointment regime. Agenda for next meeting as a decision could not be made.

0922/FC1836 New Defibrillator to be installed by the Western Arms – associated costs to be considered

The Clerk reported that a cheque has been received for £500 from Redrow and she has arranged for Sanctuary to make a bank transfer for the same amount. She has chased Croudace for the same amount but has confirmation that this will happen imminently.

As the defib is to be fitted to the wall of the Western Arms Cost of defib will be approx. £600 and £600 for the unlocked cabinet. The **Clerk** will get a quote from Kev Lay for the electrical work and report to next meeting for a decision.

The **Clerk** confirmed that the defib at Valentine House is registered on ‘The Circuit’ and will confirm this to the councillor that Cllr Bugg has spoken to who thought that it wasn’t. **Cllr Bugg** will provide the contact details.

0922/FC1837 Consideration to be given to the purchase of gardening equipment for use by staff and Members

No decision could be made so this will be made an agenda item for next month.

0922/FC1838 Report following the ‘on the spot’ hygiene check from BDC on Silver End Luncheon Club

There was an unannounced inspection from BDC’s Environmental Health on 15th July. A level 5 Food Hygiene Rating was awarded. A further inspection can be expected when the suggested work has been carried out. **Clerk** to notify them once she and Helen Thomson have met to clarify what work has been done. A food thermometer is required, and the fridge needs a deeper clean are the main points raised.

0922/FC1839 Conservation Area Guidelines update

Notification from BDC – Place Services are now pulling the report together and this will be shared shortly – timeline on this is due by the end of the week.

0922/FC1840 Window on Silver End

In Cllr McDonald’s absence he has asked that the next edition (final date for entries 1/10) be in full print as agreed for this financial year. As this has been budgeted for there will be no issues.

Cllr Bugg will meet with Sam Redmond, assuming Cllr McDonald is unavailable. He would like to discuss the possibility of updating the format as it has remained unchanged for quite some time.

0922/FC1841 **Meeting with Members of staff**

Reviews are due and therefore the Clerk will invite all members of staff to an informal chat to discuss how they are finding their work and if they have anything that they would like to change/improve. If something more serious comes as a result of these chats, then a more formal review will take place. It is an opportunity to see if any of our policies need to be altered.

0922/FC1842 **Agenda items for next meeting**

Next Full Council meeting is to be held on 26th October to accommodate there being no meeting in November.

Mr Manning re phone box.

Gardening equipment.

Defib

External Audit arrangements.

There being no further matters to discuss the Chair called the meeting to a close at 20.54pm.