

SILVER END PARISH COUNCIL

Minutes of the Full Parish Council meeting held on 11th January 2023 in the Parish Council Office, Silver End Village Hall.

Present: Cllr Bugg (Chair,) Cllr Waine, Cllr Hughes, Cllr Ashford, Cllr McDonald, Mrs Temple (Clerk) Cllr Playle (ECC, left after 0123/FC1878) and Cllr Wright (BDC, left after 0123/FC1878.)

0123/FC1874 **Apologies for absence:** Cllr Bailey and Cllr Abbott (BDC.)
Absent without apologies: None.

0123/FC1875 **Declarations of Interest** by Members in respect of any items on the agenda.
None offered.

0123/FC1876 **Members of the public** are given an opportunity to speak at this point (10-minute allocation.)
None in attendance.

0123/FC1877 **Minutes of the last Meeting** were signed as a true record of the meeting.
Matters arising from those minutes/Clerk's Report:

The Clerk reported that:

- Staff have been approached regarding annual reviews. **She will confirm** with Cllrs Bugg and Hughes once she has agreement from all.
- Rivenhall PC will notify her when a cluster meeting is arranged with Gt Braxted PC so that SEPC's members can decide whether or not they would like to participate.
- Contact has been made with ECC to arrange **bench licenses** for the crossroads of Temple Lane/Broadway/Valentine Way.
- Eastlight have been contacted regarding the use of the shed at the Manors. Confirmed that a new shed has been purchased but there is a timing issue with having it installed on site. Hopefully this will be soon. If there are any issues, they will speak to the residents if needed. All agreed that items could continue to be stored in the garages for now.
- The missing speed sign on the Boars Tye Road approach has been reported, although not replaced yet.
- **Joscelyne Chase** to be contacted again regarding the missing benches to the front of the Co-op.

0123/FC1878 **Report from District/County Councillors (if present)**

Cllrs Wright and Playle were welcomed by the Chair and invited to make a report.

Cllr Playle:

- Pothole phase 2 now being completed – hoping footpaths will be next.
- Streetlighting – repairs anticipated in January but may be pushed back until February. Should be completed quickly.
- Raised drains in Boars Tye Road – he has sent photos to his contact at Highways.
- ECC proposed budgets for next year, subject to approval.
- LHP meeting tomorrow – will find out if Silver End schemes are progressing.

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

Cllr McDonald – raised the issue of the cost of potholes versus compensation.

Cllr McDonald - streetlights on after 1am on new developments. Cllr Playle will investigate as streets may not have been adopted.

Cllr Ashford – request for an additional SID for entry by Redrow. Cllr Playle will arrange a speed survey. If it follows set guidelines it will be for LHP to consider installation. If not ECC have made the process easier for PCs to install themselves.

Cllr Wright reported:

- Planning forums and revised Planning Comm. system taking effect, following a 3-week cycle for planning. Sites of 10+ houses will be taken to a forum where up to 2 parishes may attend if in their area. A briefing will be provided in advance. Forums not decision making. Presentation will be given, and questions can be answered by Planners. First due in February re Towerlands site.
- No further news on factory site.
- Conservation Area appraisal due shortly.
- BDC meeting where they discussed cost of living and land supply. Government agreed to amend plans to coincide with Local Plans.
- BDC – sets budget next month – aiming for max 1% increase. Plan to reduce partnership agreement with PCs meaning a decreased figure of 33% which will need to be agreed in PC precept.
- £5k allocated for drop kerb by Bowls Club.
- Cllr Abbott has asked to have road markings to the rear of the hall.
- Chased re drain issues in Boars Tye Road.
- BDC – asked to intervene re exposed wires on streetlight by shops. Owners instructed. Cllr Bugg confirmed that this has been done although light is still not working.

Cllr Wright was thanked for his report and the floor was opened to questions:

Cllr Waine - Conservation Area Guidelines – asked him to ensure that they continue to chase. Cllr Wright agreed to and stated

that he plans to send a written question in advance of the meeting.

Cllr Playle added that he has had confirmation that the Guidelines draft will be ready in the next month or so.

Cllr Waine also added that the night lights at the Incinerator are very bright, shining on the equipment there. They need to be repositioned. Cllr Wright replied that Cllr Abbott has reported this already and will aim to get the problem resolved urgently. Both Cllrs Playle and Wright were thanked for their attendance and left the meeting at this point.

0123/FC1879 **Planning Applications**

Only applications that are objected to or have comments raised are minuted and reported to BDC. All other applications are assumed as 'no comment.'

Application No: 22/03377/HH 33 Francis Way

Erection of new outbuilding with 3 sky lights

Objection:

Over development of site.

0123/FC1880 **Correspondence (not already covered within the Clerk's report)**

BDC – timetable for 2023 Housing Briefing Meetings.

Indaver – minutes of Rivenhall Site Liaison Committee meeting in December 2022. This has been emailed to Members.

20s Plenty Campaign – looking to encourage parish councils to register a campaign for their parish. Ideally led by a councillor.

BDC – Community Showcase on Wednesday 25th January, 10am-3pm. Poster to be placed on the noticeboard.

BDC – notification that the Drama Group will be using the hall on 20th January and therefore the Luncheon Club will not take place. An alternative date has been sought but cannot be found.

Cllr Playle (ECC) – details of potholes submitted for repair.

BDC – Christmas tree recycling points available throughout the district at various locations.

Essex Police – request for details of upcoming community events that they can attend where possible.

All items were noted.

0123/FC1881 **Reports**

Reports from Silver End Parish Councillors – Meeting/Activities

Cllr McDonald plans to attend the BALC meeting next week via Zoom.

Cllr Bugg attended the youth club which is going well. 15-20 young people were in attendance.

Reports for ECC/BDC

Streetlights to be reported by **Clerk**:

Lamp post on roundabout on Broadway – no.5.

2 at Temple Lane by triangle.

Walter Way/Silver Street alleyway - no 11.

0123/FC1882 **Finance**

Payments made since the meeting on 14th December:

Office Service Charge	40.00	Petty cash	13.21
Essex Pension	507.01	Tiptree Meals (Christmas meal)	282.00
Printer ink	9.99	Memorial Gardens contract	252.00
British Legion – wreath donation	40.00	Christmas vouchers for staff and volunteer	60.00
Speedprint (WoSE)	592.00	C Hutchings (Christmas Event)	184.53
Padlocks x 5	100.92	Electrical gardening equipment	687.17

Payments to be made:

Office service charge	40.00	Petty cash	15.37
Essex Pension Fund	507.01	Tiptree meals (February)	max.200.00
Printer ink	9.99	Memorial Gardens contract	252.00
Microsoft business subs	135.36	Tiptree Meals	154.00
Neighbourhood Watch donation	25.00	HMRC (Q3)	1475.55
BHF defibrillator and cabinet	1883.99		

Bank Balances

Current Account: £ 3,765.27

Deposit Account: £ 44,000.00

Precept 2023/24

All agreed that an increase should be avoided. The tax base has increased from last year.

The Clerk presented a draft budget which was agreed, **as attached**. Precept of £88,000 was proposed by Cllr Hughes with Cllr Ashford as second. No further proposals. Vote: All in favour. This equates to a reduction of 0.12%.

BDC's precept form was completed as agreed, signed and dated by the Chair and countersigned by the Clerk.

0123/FC1883 **BDC's Open Spaces Action Plan – consideration to be given to Silver End Schemes**

BDC are having a full review so therefore need to start from scratch as such.

The **Clerk** was asked to add the following of behalf of SEPC:

- Replacement of original Torii arch in the Japanese Gardens of the Memorial Gardens. This will mark the village's 100th birthday in 2026.

- Play equipment for able and disabled children in the Memorial Gardens. This may mean a need to increase the size of the play area to accommodate.
- Modification of the multi sports court on the village hall playing field to allow occasional use as a car park for the football club.
- Silver Street Pavilion – widen the driveway to allow additional parking and remove the grass area on the corner and pave to accommodate more parking.

Clerk to add on behalf of SEHS:

- Installation of information boards in the village. Proposed locations – village hall, Silver Street (Boars Tye Road end,) Western Arms and the Factory Site.
- A piece of public artwork that suggests that the heritage of the village lives on. Site to be agreed.

0123/FC1884 **First Aid Training**

Clerk has sent a message to all organisations asking for names of anyone interested and preference to evening or Saturday. Cllr Ashford has added this onto social media.

Several people have put their name forward suggesting that the minimum attendees required will be easily reached.

Cllr Ashford and the Clerk will liaise to make a list of names and the **Clerk** will look into dates and costs. **Agenda item** for the next meeting.

Cllr Waine suggested that he would like to use his councillor grant to pay for the training.

0123/FC1885 **Donation request from Silver End Neighbourhood Watch**

£25 requested towards printing costs of semi-annual newsletter. Cllr Hughes proposed that this donation be made with Cllr McDonald acting as second.

Cllr Bugg proposed that it should be declined with Cllr Ashford acting as second.

Vote on Cllr Hughes' proposal – 3 for and 2 against and therefore carried. The **Clerk** was asked to suggest that an attempt is made to extend the Neighbourhood Watch Area.

0123/FC1886 **Recruitment of new parish councillors for Silver End Parish Council**

Currently Silver End PC only have 6 positions filled out of 13.

It was agreed that councillors meet in the office on Saturday 11th March from 2-4pm to be available for anyone wanting to find out more about becoming a parish councillor and what it means. Cllrs Waine, Bugg and Hughes agreed to attend, with Cllr Hughes bringing the eligibility requirements.

The **Clerk** will prepare an advert for the noticeboards, WoSE, social media and the website.

Cllr McDonald stated that SEPC do not advertise the things that go on, and therefore the residents are mostly unaware.

0123/FC1887 **Silver End's 100th anniversary**

Cllr McDonald reminded everyone that this falls in early Summer 2026.

Clerk asked to contact organisations in village to say that celebrations are to be planned and ask who would be interested.

Meetings at a later date where they can make suggestions. Agreed that SEPC should work in partnership with SEHS, although SEPC will look to primarily fund. Suggested re-instating another Torii arch to be opened as part of the 100th celebration.

Cllr McDonald will contact local carpenter to see if he would be interested in producing the arch. **Agenda item** for April.

0123/FC1888 **Consideration to be given to alternative website hosting company**

A village web designer and operator contacted the Clerk and proposed to re-design the website and offer regular maintenance.

All agreed that website doesn't need re-designing at this point but does need updating.

Cllr Hughes proposed:

That an offer should be made for a 4-month trial to update the website, being discussed again at the AGM with the new council.

Looking to pay a maximum of £55pm. Any additional hours at £22ph. Cllr Bugg acted as second. No further proposals and all in favour at a vote.

Hosting and domain renewal will need to be discussed.

The **Clerk** must point out that any information placed on the website must be approved by the Clerk as it should be the opinion of SEPC and not any individual.

0123/FC1889 **Agenda items for next meeting**

Next Full Council meeting is to be held on 8th February.

Website hosting update.

Conservation Area Update – if ready.

First Aid Training.

Dropped kerbs – update from Cllr Playle.

There being no further matters to discuss the Chair called the meeting to a close at 21.48pm.