

SILVER END PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on 10th May 2023 in the Parish Council Office, Silver End Village Hall.

Before the meeting started all Members completed Declarations of Acceptance of Office (as Members) and Registers of Interest.

Present: Cllr Bugg (outgoing and continuing Chair,) Cllr McDonald, Cllr Bailey, Cllr Ashford, Cllr Hughes, Cllr Kelly, Mrs Temple (Clerk,) Cllr Abbott (BDC, left before 0523/AP1947,) Cllr Bob Wright (BDC left before 0523/AP1947,) Cllr Playle (ECC, left before 0523/AP1947,) PCSO David Jones (left after 0523/AP1946) and 2 Members of the Public (left during 0523/AP1946.)

0523/AP1939 **Election of the Chairman of the Parish Council and Chairman's Declaration of Acceptance of Office**

The outgoing Chair called for nominations.

Cllr Hughes nominated Cllr Bugg with Cllr McDonald acting as second.

No further proposals so therefore taken to a vote: In favour: 5 Abstentions: 1.

Cllr Bugg therefore continues in the position of Chair and signed his Declaration of Acceptance for this position, accordingly.

0523/AP1940 **Apologies for absence:** None.

Absent without apologies: None.

0523/AP1941 **Election of the Vice-Chairman of the Parish Council**

The Chair called for nominations.

Cllr McDonald nominated Cllr Bailey with Cllr Hughes acting as second.

No further proposals and therefore taken to a vote: All in favour.

Cllr Bailey therefore continues in the position of Vice Chair and signed a Declaration of Acceptance for this position, accordingly.

As both the Chair and Vice Chair continue, there is no requirement to complete a new bank mandate.

0523/AP1942 **Declaration of Uncontested Election for 2023/24 and invitation for co-options at June's Full Council Meeting**

The Clerk confirmed that the election had been uncontested, and the 6 members were duly elected of the 13 positions available.

Therefore, there remain 7 spaces unfilled, allowing **co-option** at June's Full Council Meeting. The Clerk has had 2 applications, which she will send to Members for consideration, along with any others that might be made before the meeting.

0523/AP1943 **Election of 3 members of the Employment Committee to include the Chair and the Vice-Chair**

The Chair asked for nominations for the third member of the committee.

Cllr McDonald proposed Cllr Hughes with Cllr Ashford acting as second.

No further proposals and therefore a vote was taken: All in favour.

0523/AP1944 **Election of 3 members of the Finance Committee**

As set out in the Financial Regulations this will continue as the Chair, The Vice-Chair and the Clerk.

0523/AP1945 **Declarations of Interest** by Members in respect of any items on the agenda.

None.

0523/AP1946 **Members of the public** are given an opportunity to speak.

The Chair welcomed the members of the public and invited them to address council. They applied to BDC for planning to extend their rented property to assist their disabled daughter with her needs. Their landlord and all relevant authorities have been in support, however BDC refused the application based on the size of the plot. They have taken on an independent consultant who has suggested aiming to gain support from the community. Their first plan is for re-submission, at which point all agreed that the aim was for SEPC to support it once consulted.

The Chair thanked them both for their attendance and they left the meeting at this point.

The Chair then welcomed PCSO David Jones and invited him to address council.

He introduced himself stating that the new Chief Inspector has aligned the policing team. He is now responsible for 5 local parishes, including Silver End. His main focus is to tackle anti-social behaviour of which there have been five reported incidents since 1st May. Cllr Bugg stated that he believes there is more crime being committed but that people aren't reporting. PCSO Jones replied that if it isn't reported, then it can't be investigated. He stated that he felt the general conversation around this matter was becoming personal. Cllr Ashford tried to steer the conversation in a more positive fashion explaining that he and PCSO Jones have met to look at trying to make the multi sports court available for the youth and that he would like to find ways for SEPC and PCSO Jones to support each other. PCSO Jones endeavours to attend as many PC meetings as possible and suggested reporting incidents online and they are logged and passed onto the Community Policing Team.

Cllr Bugg thanked him for his attendance, and he left the meeting at this point.

At this point the Chair asked Members for their agreement to move an item up the agenda to allow Cllr Playle to attend another meeting. All agreed.

0523/AP1949 **Report from District/County Councillors**

Cllr Playle (ECC) reported:

- Tree on Valentine Way – reported and replacement requested.
- Trees on Grooms Lane – asked for replacements.
- Bench licence – he will put in a request as soon as the next round of funding opens.
- Speed surveys – may use locality budget for Western Rd.
- A12 slip road southbound to be shut 12/5 and 13/5.

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

KM – streetlights still on all night on most of the new developments. Cllr Abbott believes that ECC have not adopted them yet.

PH – School Road 20mph sign has been placed in the wrong place and also in Valentine Way. Cllr Playle will investigate.

IA – potholes are particularly bad in Silver Street, Boars Tye Rd by Keepmoat estate, Francis Way, Temple Lane, Grooms Lane.

The railway tracks by the Chinese takeaway are coming up.

AB – sunken drain in Silver Street is getting worse.

AB – footpath at Manor Grove where bridge was removed has now been replaced. Cllr Ashford stated that it was him that put it back in position.

JB – Coronation in the Park in Witham was amazing, organised by the Town Council. Cllr McDonald will mention this at the BALC meeting.

Cllr Abbott (BDC) reported:

- He and Cllr Wright were happy to be re-elected last week. Congratulations were offered by the Chair.
- Awarding of grants in hiatus temporarily, following elections.
- Anti-social behaviour by Green Mews. Residents have tried everything to get the youth onsite but there is still an issue.
- Redrow estate – issue with lights – some not working, some on constantly. Still haven't been adopted. Many roads and footways have not been finished. Asked BDC to take Enforcement action against Redrow.
- Enforcement report made regarding the bridge that Iain has replaced.
- Almost finished the work behind the thatched church. BDC have helped.
- Gateway signs would be popular in Temple Lane.
- Grooms Lane potholes are now a health and safety issue.
- Spoke to the Clerk regarding the York stone path in the Memorial Gardens and fully understands that SEPC do not want it removed. He will go back to BDC to see what can be done. Cllr Bailey commented that he has looked at the path and it needs to be lifted and re-set. 8 slabs are broken. He has put a quote together although appreciates a tender process will be required. He will send this to Cllr Abbott. BDC have agreed to repair all of the pathways in the Memorial Gardens generally. He has a site meeting shortly with BDC and will ensure that SEPC are included.
- Projects in the village - preschool may use the grass court but this has not been finalised. He agreed that SEPC should be included in any meetings regarding the courts.
- Conservation Area Appraisal – remains a high priority with BDC. Cllrs will continue to chase.
- Coronation – Rivenhall Primary School – amazing event.

The Chair thanked the gentlemen for their report and opened the floor to questions.

IA – potholes as mentioned above.

IA – dog poo bins – 3 new locations would be ideal - Daniel Way by Abraham Drive, Redrow by gateway and by Western Road.

Cllr Abbott investigate BDC's current policy to see if they will provide any without cost.

IA – PRoW – footpath off Western Lane – very overgrown. Cllr Abbott reported a year ago and will try again. Budget has been cut for Rangers.

KM – in the dip in the road, past fishing lakes, used to be footpath signs. Cllr Abbott confirmed that the footpath has been rerouted. KM states that the farmer has stopped people on the footpath, saying it is not a public right of way. Cllr Abbott confirmed that it is one but will check the one at the back.

IA – moving the speed limit on Boars Tye Road. Cllr Abbott has so far been blocked but without reasonable explanation. With the new development at outline stage, we need to look at moving and putting in a new enforceable sign. Cllr Abbott agreed and will include Cllr Ashford in any discussions.

KM – suggested making a map showing the location of all dog bins in the village. Cllr Ashford stated that he would be happy to put this together.

AB – hedge by the barn is getting very overgrown and an elderly resident fell into the road by the bus stop.

The Chair thanked Cllrs Playle, Abbott and Wright and they left the meeting, he called the meeting back to its original order.

0523/AP1947 **Appointment of Parish Council Representatives to outside bodies/working parties:**

- BALC (1) Cllr McDonald and Cllr Kelly.
- Public Transport (1) Cllr McDonald.
- Parish Footpaths (1) Cllr Hughes, Cllr Ashford and Cllr Bugg.
- Parish Tree Warden (1) Cllr Bailey.
- Window on Silver End Working Party (2) Cllr McDonald and Cllr Bugg.
- IT Co-Ordinator (1) Leila Hobart.
- Silver End Events Working Party (2) Cllrs Ashford, McDonald and Bugg.
- Parish Youth Participation (1) Cllr Ashford and Cllr Bugg.

- Internal Auditor (1) – Mrs Tew.
- Parish External Funding (2) Cllr McDonald and Cllr Bugg.
- Silver End Conservation Area Working Party (2) Mr Waine and Cllrs Bugg, Ashford and McDonald.
- Doctor’s Surgery Liaison Group (1) Cllr Kelly.
- Maintenance of the Memorial Gardens Working Party (2) Cllrs Hughes and Bugg.

0523/AP1948 **Minutes of the last Full Council Meeting** were agreed and signed as a true record.

Clerk’s Report:

- Reminder of the 1st Aid Training to be held in the Small Hall at 10am on Saturday. There are currently 14 attendees with another 10 spaces available.
- Bench licence application has been made.
- All annual returns have now been made. Internal audit to take place on 31st May.
- Eastlight have confirmed that residents should not be parking on the grass in front of their properties on Broadway, opposite the Bowl’s Club. They plan to speak to all concerned. **Clerk** asked to inform Eastlight that the garage will no longer be available for storage by the Manor’s residents from October, as additional salt is arriving.
- Financial software is to be purchased and a date for installation will be fixed as soon as the new laptop is operational.

0523/AP1949 **Report from District/County Councillors**

Agenda item moved up, following 0523/AP1946.

0523/AP1950 **Planning Applications – agreed via email communication since the last meeting. Only objections or formal comments noted.**

Planning Application No: 23/01004/FUL 73 Silver Street

Replacement windows to front elevation.

Objection – in contravention of current conservation guidelines – aluminium without putty lines.

Planning Application No: 23/00770/FUL Unit 10, The Broadway

Retention of takeaway chicken shop with ventilation system to roof

Objection: - the shop fascia is in contravention of current conservation guidelines and should be replaced with more suitable signage.

The extraction unit causes both noise and emissions pollution, affecting residents in Temple Lane and Broadway.

Planning Applications received after agenda was set

None.

0523/AP1951 **Correspondence – not already included in the Clerk’s report**

J Hill – notification that the additional noticeboard outside the Co-op has been damaged. Cllr Bugg confirmed that a ball is being kicked at them and has damaged 2 of the 3 so far. Agreed to look into costs of a stronger version and make an **agenda item** for next month.

BDC – the children’s roundabout in the Memorial Gardens was damaged and after an initial temporary fix, BDC have repaired it in line with the Playground Assoc. advice.

M Galley, SEFC – request that Eastlight arrange that their tenant at 32 Silver Street cut back their hedges as they are becoming very overgrown and causing an obstruction on the entrance to their ground. **Clerk** has contacted Matt Lawday who will arrange.

Cllr Bugg – report of vandalism at the village hall. SEPC toilet window has been smashed. The **Clerk** has reported this to BDC.

TV Licensing – the Clerk has made a new declaration on behalf of SEPC, that the TV in the Heritage Centre does not need a licence.

Miles Keeble, SEUFC – would like to meet again with Cllrs Bugg and Bailey following the meeting to hand over the floodlights. He has queries regarding ownership/maintenance/public liability. **Clerk** to ask him to suggest dates, avoiding Thursdays.

Bradwell Quarry Liaison Group – next meeting on 16th May at 2pm. Cllr McDonald to attend.

Cllr McDonald – circulated updates regarding the pylons.

Cllr McDonald – Details of Essex Police’s Community Safety Grant – investigating for the next round in 2023/24.

0523AP1952 **Reports from Silver End Councillors – Meetings/activities**

Annual Parish Meeting was held on Wednesday 26th April. Less attendance than last year. Cllr Bailey believes that SEPC need to rethink how we make the presentation in the future. **Clerk** to ask EALC if the meeting can be held virtually.

Cllr Hughes reported that he and Cllr Bugg spent an hour working in the park on Sunday. Tree by the main gate is 3/5 dead (by tea house, multi stemmed tree) with a crack. **Clerk** to notify BDC and suggest felling.

ECC/BDC Reports

The Clerk has reported the broken window in the office cloakroom. She has taken photos tonight and BDC will instruct a glazier.

0523/AP1953 **Finance**

Payments made since the last meeting:

Office Service Charge	40.00	Petty cash	15.23
Stationary	13.90	Essex Pension Fund	532.73
Printer ink	9.99	Memorial Gardens contract	462.00
Tiptree Meals (14 th April)	127.00	Tiptree Meals (28 th April)	122.00
Tigerlily Training (1 st aid 13/5)	850.00	EALC affiliation	735.57

Eastlight (garage rent 2023/24)	58.41pm	Npower	200.32
Payments to be made:			
Office Service Charge	40.00	Petty cash (including £30.10 refreshments)	46.76
Printer ink	21.99	Essex Pension Fund	532.73
Memorial Gardens Contract	462.00	Tiptree Meals (12 th May)	115.00
Tiptree Meals (26 th May)	137.00	Refreshments 1 st aid training	20.25
Hall hire max (100 th anniversary mtg)	17.75	Rialtus (financial software)	825.00
Charles Baker publication	148.50	Amenities item – new footwear	33.95
All agreed.			

Bank Balances

Current Account	£ 5,613.19
Deposit Account	£ 67,613.45

0523/AP1954 Consideration to be given to the request by the PTA, for funding assistance for the maintenance of Silver End Academy's swimming pool

A copy of the original email has been sent to all Members. The Clerk has asked for more detailed information, particularly relating to a specific amount and purpose. **Agenda item** for next month, assuming this information is provided.

0523/AP1955 Quotes to be considered for the Memorial Gardens

- **Installation of table tennis table**

Cllr Bailey quoted £800 and will send the written quote to the **Clerk**.

Cllr Kelly queried whether the need is there to warrant the cost. Cllr Bailey believes that it will be well used by all ages and is available for free usage. It was agreed that bats and balls will be provided by users.

Cllr Bailey asked that volunteers would be needed to assist with installation and that the park should be shut for the day. Cllr McDonald suggested that this should be notified locally in the magazine.

- **Removal of bamboo by the pond**

Cllr Bailey quoted £400 for this and will provide the **Clerk** with a written quote for her to send to BDC, asking them to fund. **£400 removal of bamboo**

Cllr Ashford proposed that SEPC pay the total amount of £1200 in case BDC refuse to pay for the bamboo removal. If they then £800 is payable. Cllr Bugg acted as second.

There were no further proposals, so it was therefore taken to a vote: All in favour.

All therefore agreed that the **Clerk** would approach BDC regarding the removal of the bamboo and also to ensure that the licence for the table tennis table is organised before installation.

0523/AP1956 Silver End's 100th anniversary 2026

It was agreed at the last meeting that a date would be set at this for an initial meeting with all interested organisations.

The **Clerk** was asked to notify all organisations that the meeting will be held on Tuesday 6th June at 7.30pm. She will book the small hall first, for an hour, and then email everyone.

0523/AP1957 Multi Sports Court – discussion regarding its general use and access

It was confirmed that SEPC have currently given the tennis club use of the court, but it is not thought that it is used much at all and it therefore remains locked.

Cllr Ashford suggested it would be better to have a trial of offering the court to all villagers for their use. Initially it would be a trial, asking SEPC staff to lock the gate overnight but if it is respected then the lock could be left off. He has suggested that he and Cllr Bailey could repair the high-level net surrounding the court to stop balls going over and if everything goes well consideration could be given to re-instating basketball hoops. The hedges and bushes have grown well over the years and should help to reduce noise.

Cllrs Hughes and Bugg stated that SEPC will open itself up to numerous complaints from the residents that back onto the court, based on the issues experienced previously. These issues resulted in the court being closed.

It was agreed as a first option that the **Clerk** would contact the tennis club stating that we need access to the multi sports court to make repairs, asking them to remove it by 14th June at the latest. Explain that a trial is being considered to offer use to the entire village but that they can still use it as a hard tennis court if needed. If there is too much anti-social behaviour then the court can be considered for additional parking for the football club, as discussed previously.

Agenda item for June to discuss in details after the Clerk has been in touch with the Tennis Club.

0523/AP1958 Agenda items for the next meeting

Next Full Council Meeting – 14th June.

Website.

Noticeboard.

There being no further matters to discuss the Chair called the meeting to a close at 22.20 pm.