

SILVER END PARISH COUNCIL

Minutes of the Full Parish Council meeting held on 12th April 2023 in the Parish Council Office, Silver End Village Hall.

Present: Cllr Bugg (Chair,) Cllr Waine, Cllr Ashford, Cllr McDonald, Cllr Bailey, Cllr Hughes, Mrs Temple (Clerk,) Cllr Playle (ECC, left after 0423/FC1924,) Cllr Wright (BDC, left after 0423/FC1924) and 2 Members of the Public.

0423/FC1920 **Apologies for absence:** Cllr Abbott.
 Absent without apologies: None.

0423/FC1921 **Declarations of Interest** by Members in respect of any items on the agenda.
None offered.

0423/FC1922 **Members of the public** are given an opportunity to speak at this point (10-minute allocation.) Both gentlemen stated that they wanted to find out how SEPC operate before being considered for co-option. They understood that they would not be given the opportunity to take part in the meeting.

0423/FC1923 **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:

- ECC chased about the **bench licences** without success, therefore she has notified Cllr Playle for support.
- BDC have responded regarding the request for details of S106 monies being spent in the village. They state that they have prepared a balance sheet detailing the amount available to the parish of Silver End. Once Operations have confirmed their intended use for some of the money, they will be in touch to discuss further. Reassurance has been given that no sums for Silver End have been held for 10 years. **Clerk** to diarise.
- Invitations have been sent out to the Annual Parish Meeting on 26th April. Low response rate so far, including a decline from PCSO Jones, which is disappointing. The hall has been booked and paid for.
- Staff appraisals were held on 22nd March by the Employment Comm. All very positive and the **Clerk** has actioned all points that were raised.
- Matters raised in 0323/FC1915 with Leila Hobart, regarding the website.
- Luncheon Club dates have been booked for 2023/24 as agreed with Helen Thomson, Tiptree Meals and Hire a Hall. Again, the latter has kindly provided the hall free of charge. There are 20 dates booked, as set out in the budget.
- The HMRC end of year return has been completed.
- The ECC pension **annual return and valuations** are due by the end of the month.
- The VAT re-claim has been processed and funds are expected shortly.
- The Essex Parking Partnership has been informed that cars regularly park on the pathway outside the Chinese takeaway. **Awaiting response.**
- Potholes in Silver Street have been reported on ECC system and to Cllr Playle. Temporary repairs have been made to 2 but not all of them. Cllr Playle will re-visit to investigate. Cllr Bailey conveyed his frustration that temporary repairs last such a short amount of time, and the holes will have to be repaired again shortly.
- **Eastlight** have been chased regarding parking on the grass to the front of the bungalows in Broadway.
- Give Way sign knocked out of the ground at junction of Silver Street/Broadway. Reported and to be repaired/replaced.

0423/FC1924 **Report from District/County Councillors (if present)**

Cllrs Playle and Abbott were both welcomed by the Chair and invited to make a report:

Cllr Playle reported:

- 12 new highway repair gangs have been employed, allowing more works to be completed.
- Silver Street potholes repaired as discussed above.
- Bench licences chased. He has sent the **Clerk** an email with further information, but this has not been received as yet.
- LHP - all schemes available to view online. He confirmed that the dropped kerbs are still on the list.
- Speed surveys - will do this in time but may need to fund from locality budget.
- Temple Lane – gateway scheme on LHP – see if it is agreed.

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

Cllr McDonald queried the levelling up agenda and the sum allocated. Will ECC compete for this money? Cllr Playle believes that they will.

Cllr Bugg reported on the footpath behind Manor Place stating that the bridge has been removed by the farmer. Cllr Playle will investigate and may need to go through Enforcement.

Cllr Ashford reported that a tree has been ripped out on Valentine Way. Can this be replaced as on Highway's land. Cllr Playle will look into this and asked **Cllr Ashford** to send details of its location.

Cllr McDonald asked how much ECC and BDC spent on bidding for levelling up? Both gentlemen will both look into this.

Cllr Wright reported:

- BDC chasing all outstanding issues in Silver End, including the factory site, Boars Tye Road parking and use of one of the tennis courts. They are being pushed regularly.
- Still no news on Silver End Conservation Area appraisal.
- Planning appeal – 35 houses on Tye Green – inspector stated that the Local Plan is out of date.
- Cllr Abbott has been liaising with the Clerk regarding the pathway through the Memorial Gardens. He understands that there have been 2 falls recently. He has a site meeting with BDC next week.
- Planning changes expected at the incinerator, including the suggestion of growing tomatoes in large greenhouses.
- Green bin plans regarding charging have been delayed but not cancelled for 2024 This is due to discussions with ECC and allocated funding.
- Cllr Abbott has worked with Eastlight to tidy an area near Grooms Lane, BDC helped with this. The land behind the church is next on the list.

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

Cllr McDonald – It was planned for 120 trees to be planted between the 3 parishes of Silver End, Rivenhall and Cressing. Cllr Bailey confirmed that 40 were planted in the Memorial Gardens. Cllr Wright stated that 120 were planted in Rivenhall. Cllrs Playle and Wright were both thanked for their time, and they left the meeting at this point.

0423/FC1925 **Planning Applications**

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

Planning Application: 23/00837/TPOCON Silver End County Primary School

Objection:

Main reason for the objection is that a decision cannot be made until a reason for felling the silver birch is given. If it is due to safety reasons then no objection, assuming that a suitable replacement is planted. If not unsafe, then SEPC object to the felling. Willow - no objection assuming a suitable replacement is planted.

Oaks - no objection.

Cllr Ashford stated his disappointment that the application for an extension on a property on Wood Way was refused due to lack of green space.

0423/FC1926 **Correspondence (not already covered within the Clerk's report)**

Silver End School PTA – looking to raise funds to make the school swimming pool operational again. Cllr Ashford explained that the pool was not maintained during covid and that an initial figure of £4k pa is needed. Clerk asked if there are grants available through school, but it is thought not. When the school became an academy, they were promised lots of investment, but it didn't materialise. New head states that she wants to work with the community. Agreed to make this an **agenda item** for the next meeting and that the **Clerk** will send copies of correspondence to all.

Indaver – abnormal load notice for 24th and 28th April. Cllr Ashford asked the **Clerk** to check how many loads there have been so far as 11 have been notified and a total of 13 have been agreed. Also determine why empty lorries are not exiting over the bailey bridges as specified.

Cllr McDonald – notification of consultation regarding the proposed widening of the A12 and A120. Available in the press or at local, main libraries – 13th April-14th May.

BALC – meeting on 19th April has been cancelled and rescheduled for 25th May.

Indaver – Open Day 'Crank Up' on 23rd April, 10am-4.30pm. Poster to Cllr Bugg for the board.

EALC – organising online courses with details to follow – small charge to join.

Gigclear – roadwork dates for Silver End and Rivenhall.

0423/FC1927 **Reports**

Reports from Silver End Parish Councillors – Meeting/Activities

The **Clerk** reported that she and Cllr Bugg attended a meeting with Eastlight at the Manors garages to discuss the leaking roof. A planning application needs to be submitted as the original one did not cover such extensive works.

Cllr McDonald reported on the Transport Representatives Meeting. Bus shelters are being upgraded when needed across the county. He will find the details of who to notify if an upgrade is needed – he suggested 2 in Grooms Lane. Real time info boards are being installed as needed. He suggested having them at the stops by the Co-op. He will investigate who to speak to. Next meeting in Autumn.

Cllr McDonald also reported on the Rivenhall Liaison Group Meeting – Woodhouse Lane discussed and whether it should be used. Access is wanted to approach from A120, and he will ask what vehicles can use this access at next meeting - 14th June proposed.

ECC/BDC reports

Cllr Bugg reported that the streetlight is still out on the roundabout outside the village hall.

Bus stop at the Boars Tye Road end of Silver Street is very loose.

The sail has come off the top of the bus stop by Valentine House.

0423/FC1928 **Payments made since the meeting on 8th March:**

Office service charge	40.00	Petty cash	21.33
Essex Pension Fund	507.01	Printer ink	9.99
Memorial Gardens contract	462.00	Tiptree Meals (17/3)	132.00

K Lay (defib)	416.12	HMRC	1457.24
C Hutchings (Christmas event)	213.97	Speedprint (WoSE printing)	592.00
Dell (laptop/keyboard/mouse/hard drive)	1809.99	Hire a Hall	174.25
(£1511.10 before refundable VAT – 0722/FC1807)		(Annual Parish Mtg 26/4 and First Aid 13/5 – £50 refundable deposit)	

Payments to be made:

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	Chelmsford Safety Supplies (toilet supplies and amenity equipment)	85.21
Npower	200.32	Rialtus (financial software)	825.00
Coronation flag	max 20.00		
Noticeboard refurbishment 0423/FC1934)	500.00 max.		

All agreed.

Bank Balances

Current Account:	£12,683.64
Deposit Account:	£21,139.45

Audit 2022/23

The Limited Assurance Review for SEPC is due for completion for the year ended 31st March 2023. The latest date that the completed Review can reach PKF Littlejohn is 3rd July 2023 and the **internal audit**, with Mrs Greta Tew, is booked for 16th May. The Clerk presented Section 1 – The Annual Governance Statement 22/23 - to Members. She went through items 1-8 to which Members agreed a ‘yes’ response to each. Item 9 was deemed N/A.

Cllr Ashford proposed that this statement be signed by the Chair and the Clerk under minute ref: 0423/FC1928i

Cllr Bailey acted as second.

With no further proposals a vote was taken: All in favour.

The Clerk presented Section 2 – Accounting Statements 22/23 – to Members.

Cllr Ashford proposed that the statement be signed by the Chair, having already been signed by the Clerk before presentation, under minute ref: 0423/FC1928ii.

Cllr McDonald acted as second.

With no further proposals a vote was taken: All in favour.

0423/FC1929 First Aid Training

The Clerk has completed the paperwork for the course on Saturday 13th May, 10am-1pm, in the village hall.

All organisations have been invited, although there has been no response so far.

The **Clerk** will place a notice on the board and the website to open up to all residents.

All Members present and Charlotte Bailey would like to be included as attendees.

0423/FC1930 Clerk’s update re Parish Council applications/elections

The Clerk confirmed that there were 6 nominees for the Parish Council Election. With 13 positions available the 6 were duly elected without contest. The current council will stand down on 9th May at which point the new one will form.

The Annual Parish Meeting will be held on 10th May and the Clerk asked all of those attending to arrive at 7.15pm to ensure that paperwork can be completed before the meeting commences.

The Clerk took this opportunity to minute that Cllr Alan Waine has decided to stand down rather than seek re-election. He has given 20 years of service to Silver End and on behalf of Silver End PC she would like to offer heartfelt thanks for all that he has done and achieved over this period of time.

Cllr Waine offered his thanks to the Clerk for her hard work and to current members for their efforts to make Silver End a good place to live. He also wanted to thank Cllrs Abbott, Wright and Playle for their help and dedication. He would like to wish current and new members of the council best wishes for the future.

Cllr Waine commented that he would like to keep in contact and if a working party is formed for the Conservation Area Guidelines update that he would like to be involved. All agreed.

It was further added that Members would like to thank Vicky Waine for the Christmas nibbles that she has so kindly provided each Christmas.

0423/FC1931 Gateway Signs – consideration to be given to SEPC funding signs at the Temple Lane entrance

Cllr Ashford has been unable to prepare figures in time for the meeting.

The Clerk has approached Cllr Playle for guidance on how to install the signs on ECC land.

It was agreed that this should be an item for a **future meeting** once the LHP have decided whether they are prepared to cover the costs and installation.

Cllr McDonald stated that he could approach BALC to see if they can assist with costs, if needed.

0423/FC1932 Memorial Gardens maintenance – report from meeting with BDC and consideration to be given to 2 quotes from the contractor, for bamboo removal and table tennis table installation

The Clerk reported on a quarterly review meeting on 22/3, with Rick Sargeant from BDC along with Cllr Bugg.

Items that were raised:

- Ongoing issue with the York stone paths. Cllr Abbott is dealing with these at a senior level. A quick site survey showed that the repairs made in 2022 are holding well, however the nature of the stone makes an uneven surface inevitable.
- He is investigating to establish whether a licence is required to install the table tennis table. Ongoing costs/maintenance will be SEPC's responsibility.

Cllrs Bailey and Bugg agreed to meet on site and then a quote can be produced. **Agenda item for next meeting.**

- He will arrange for the playground surfaces to be power washed to remove moss.
- BDC have no issue with our contractor quoting to remove the bamboo from around the pond. BDC could provide a compact tractor.

Cllr Bailey will provide a quote for the **next meeting**, working on the assumption that the digger can be used and that BDC will remove the debris.

- Removal of the pruning heaps will be arranged.
- Damage around the pond area is to be reported to BDC's Pest Team.
- Next meeting on 19th June at 10am.

At this next meeting Cllr Ashford requested that BDC are asked to provide the promised play equipment appraisal and to involve the parish council particularly regarding all-inclusive equipment. They committed to this and need to follow through.

0423/FC1933 **Consideration to be given to the purchase of updated, parish council specific, accounting software**

The **Clerk** asked for consideration to be given to SEPC updating accounting software to a specific parish council financial management package. She approached EALC for their thoughts and they mentioned a company called Rialtas who provide a package that is well used and regarded by other parish and town councils. It provides automatic reports that the Clerk currently has to generate herself and is particularly helpful to put the Audit together.

She has requested a quote, based on a single user licence:

Purchase and installation of the software	375
Online install, set up and training	275
	650
1st year support and single user licence	175
Total 1st year costs	825
Ongoing annual support and single user licence	175

Cllr Bailey proposed the software be purchased as set out above. Cllr Ashford acted as second.

With no further proposals the decision went to a vote: all in favour.

0423/FC1934 **Refurbishment of noticeboard in front of St Francis' Church**

Cllr Waine explained that he arranged installation of the noticeboard 15 years ago, having been hand made. The backboard is now delaminating and needs replacing and general refurbishment before it gets worse.

Cllr Bugg agreed that he would be happy to carry out the work free of charge.

Cllr Hughes proposed that a maximum of £500 be allocated for maintenance of all 3 noticeboards used by SEPC in the village.

Cllr Ashford acted as second.

With no further proposals a vote was taken: All in favour.

All thanked Cllr Bugg for offering his time and expertise.

0423/FC1935 **Silver End War Dead**

Cllr McDonald aims to look into the background of all those that died in the wars from Silver End.

All agreed that it was a good idea, and that the information could perhaps be placed on the website. Cllr Ashford suggested that it might be nice to display at the Remembrance Service.

Cllr Bugg stated that he has the burial details of the servicemen and will pass them Cllr McDonald. Any further details should be passed on directly.

0423/FC1936 **Parish Council Web page content**

Cllr McDonald has looked at other local parish council websites to see what information/pages they include.

Agenda item for June when Leila Hobart will make a presentation regarding an update of the web page. **Clerk** to send her the details collated by Cllr McDonald which she may want to consider for her presentation.

0423/FC1937 **Silver End's 100th Anniversary**

Cllr McDonald commented that a date for the 1st meeting needs to be set at the **meeting in May**.

Cllr McDonald asked Cllr Bugg for photos of the Torii arch to enable him to gain a quote for its replacement.

0423/FC1938 **Agenda items for next meeting**

Next Full Council meeting (Annual Parish Council Meeting) is to be held on 10th May.

Co-option.

There being no further matters to discuss the Chair called the meeting to a close at 21.36pm.