

# SILVER END PARISH COUNCIL

Minutes of the Full Parish Council meeting held on 8<sup>th</sup> March 2023 in the Parish Council Office, Silver End Village Hall.

**Present:** Cllr Bugg (Chair,) Cllr Waine, Cllr Ashford, Cllr McDonald, Cllr Bailey, Mrs Temple (Clerk,) Cllr Playle (ECC, left after 0323/FC1908,) Cllr Abbott (BDC, left after 0323/FC1911) and Leila Hobart, Member of the Public (website host, left after 0323/FC1905.)

0323/FC1903     **Apologies for absence:** Cllr Hughes and Cllr Wright (BDC.)  
**Absent without apologies:** None.

0323/FC1904     **Declarations of Interest** by Members in respect of any items on the agenda.  
None offered.

0323/FC1905     **Members of the public** are given an opportunity to speak at this point (10-minute allocation.)  
Leila Hobart offered thanks for allowing the youth group to use the shed to the rear of the village hall for storage. They have received £10k funding from the lottery. Youth club is going very well with 20-25 regular members in attendance currently. SEPC website – she has renewed Wordpress (website hosts) for another year as agreed at the last meeting. Asked to update the business and organisations link. Would also like to update the picture on the front page but using a local resident's drone photo. Cllr Ashford explained that there was an issue previously with a webmaster that expressed his own views as SEPC's own, therefore want to ensure that this doesn't happen again. All agreed that anything outdated can be deleted. 'What's new' items can be highlighted from minutes based on current issues. Opportunity for local businesses and residents to find out what is going on in Silver End.

WoSE to go online if that is possible.

Cllr Ashford stated that SEPC can't incur any major costs so it's a case of doing little and often.

Cllr Bailey added that he has investigated website hosts for local councils. There is a free web host for parish councils that Leila will investigate.

Suggested that she adds the SEHS website link.

The Chair offered his thanks to Leila and she and the **Clerk** will follow up after this meeting. She left at this point.

0323/FC1906     **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:

- Cllr Playle has confirmed that ECC have agreed to continue the Locality Grant for 23/24. With this in mind she has started the process of **licence completion** for the benches.
- A reminder that the 'surgery' is being held on Saturday, 2-4pm, to explain the role of a parish councillor to anyone wanting to attend.
- The defibrillator has been installed at the Western Arms. Kev Lay is just waiting for signage which he will install as soon as he is able. The **Clerk** has put the developers on notice for a photo by the local newspaper – Cllr Bugg and a representative from the pub to be invited. The **Clerk** has added the unit to 'The Circuit' to ensure that the Ambulance Service are aware.
- A query has been sent to the Governance department at BDC, asking what S106 monies have been spent in Silver End. **Awaiting reply.**
- Meeting arranged to take place with Rick Sargent in the Memorial Gardens on 22<sup>nd</sup> March, this is the semi-annual review meeting. **Clerk and Cllr Bugg** to attend. Discussion to take place regarding the bamboo that needs to be removed to re-install the Torii arch as proposed for the 100<sup>th</sup> anniversary celebrations.
- **Eastlight** – reports made as discussed at last month's meeting – re update on the shed at The Manors, car outside 105 Boar's Tye Road and the cars parking outside the bungalows on Broadway.
- She has yet to apply to LHP to extend the 30mph limit to ensure that the new future development on Boars Tye Road is in it. This is because she is aware that an entrance has not been specified in the outline application and this is not anticipated until a Full Application is made. It was agreed that application should be made now due to the length of time it will take. **Cllr Playle** will make an arrange.
- A message has been sent to **BDC Planning** asking for confirmation as to why the promised conservation guidelines update have not been received yet.
- An invitation has been sent to the **police** to attend the Annual Parish Meeting on 26<sup>th</sup> April. **Clerk** has provisionally booked the main hall for this meeting – charge may apply.
- A reminder that staff appraisals are to take place on Wednesday 22<sup>nd</sup> March – 7pm start. **Cllrs Bugg, Bailey and Hughes to join the Clerk.**
- Refuse trucks have been booked for 8<sup>th</sup> July 2023 and 20<sup>th</sup> January 2024. Notice for board and inclusion on website.

0323/FC1907 **Report from District/County Councillors (if present)**

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

Cllr Abbott (BDC) reported:

- Boars Tye Road site – outline application granted and back with BDC. Interest to see whether the speed limit is pushed back. Cllr Ashford stated that he would like to be included in any site meetings.
- Local Plan and Appeals – concern that another 250 houses in Crossing have been agreed. Currently 1400 houses are being/will be built in this area with 400 yet to be determined.
- BDC have set budget for 23/24 – 2.5% increase with £25 rebate. Street cleaning to continue for at least another year. Recycling calendars discontinued.
- Green bins – still no decision. £200,000 allocated to prepare for introduction of scheme.
- Made statement as promised to discuss items in Silver End. Conservation Area appraisal due back soon.
- Boars Tye Rd parking – Eastlight. Ward walk took place and if becomes regular he will get SEPC involved again. Issue is blue badge holders needing to park close by but have nowhere to park. Eastlight would like to investigate making a parking area by the garages but do not own the land. BDC state that it is unregistered – can apply for adverse possession in an attempt to allow for parking there.
- BDC have agreed to continue councillor grants – £1250 each.
- 20mph scheme is progressing.
- Serious sewerage incident – Anglian Water are dealing with it– a digger bucket was put through sewer but it was not reported. Fortunately, the sewerage didn't travel far down stream. All relevant agencies have been informed. Noted that this is not connected to the sewer works for Redrow.
- Clean up of Leicester Court due to localised flooding. ECC stated that they will clear drain.
- Waste site – BDC Planning – application to replace 900m of road to connect to hanger. ECC planning – improve bridge.
- Drains filled with tarmac on Boars Tye Road. He was told by ECC that this was temporary, but is still an issue.
- Verges policy – one cut per year and wildflowers on main road. Less cuts by BDC on other roads, likely to receive complaints.
- Complaints about brightness of new LED streetlights. Should settle down over a few weeks.
- Rural grant – asked for update – BDC still working out criteria. But SEPC could put in early expression of interest. Apply to Emma Goodings. Cllr Ashford suggested applying for a grant to cover the cost of the parking on Boars Tye Road as mentioned above. Cllr Abbott will attempt to find out if applicable.

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

Cllr McDonald – confused by recycling and what plastic items should be placed where. Cllr Abbott confirmed that all BDC recycling goes to the same centre.

Cllr Playle (ECC) reported:

- ECC budget agreed - 3.5% increase.
- Member scheme will now include footpaths as well as potholes. Unsure how it will work yet.
- Francis Way – potholes have been completed which conclude the work in the parish.
- Drains visited on Boars Tye Rd – made safe and date to be arranged for permanent repair.
- Potholes in Silver Street to be filled.
- Street lighting – should dim within 8 weeks. ECC currently replacing 1000 a week. Replacing in batches so not necessarily completing full roads at a time.
- Locality budget – remaining at £5k per Member.
- Gigiclear – details of road closures. Contacted by resident about poor repairs by workmen. He will chase up.
- From Monday – 9-month trial for booking system at local recycling centres. The aim is to stop congestion and deter abuse of seepage on site. Has raised with ECC that they have not communicated well with the public. Same day appts can be booked. No limit to waste as long as not commercial. Concerns around fly tipping but they have not seen an increase in areas where the trial is already in place. Will be monitored.
- Factory site – meeting held to discuss retrospective issues but now moving forward with hope for more positive dialogue. Cllr Abbott raised his concern that he and Cllr Wright have had great involvement over the years, but they weren't invited to this meeting. Cllr Playle responded that BDC were invited. He added that the developer is keen to liaise with SEPC about what is wanted and all amenities. Down to the developer and BDC to agree how to work together. Cllr Playle stated that the developer has committed to retaining brick-built buildings and he believes that the proposed design will be sympathetic. All agreed that everyone needs to be involved in an attempt to move things forward. Cllr Playle added that it is early days and he has attempted to try to move things forward and re-engage discussions. Cllr Bailey summarised that this site needs to be developed rather than continuing to develop fields whilst watching the buildings crumble on the site.

The Chair thanked Cllr Playle for his report.

0323/FC1908 **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: 23/00360/FUL**

Hangar 1, Rivenhall Airfield, Sheepcotes Lane

Provision of private access previously provided by the former airfield runway and perimeter track.

Objection:

Should permission be granted, further development is likely along this road. This will bring additional noise and traffic closer to Silver End.

**Planning application received after the agenda was set****Planning Application: ESS/23/23/BTE/PRE**

Replacement bridge over the River Blackwater on the access road to

Bradwell Quarry/Rivenhall Airfield

Comment: SEPC are in support of this pre-application.

Cllr Playe left the meeting at this point.

**0323/FC1909 Correspondence (not already covered within the Clerk's report)**Rivenhall Site Liaison Comm – next meeting on 16<sup>th</sup> March at 11am. On site or virtual meeting. **Cllr McDonald** to attend.

Paula Swash, Silver End Surgery – request for new building numbers locally – kindly provided by Cllr Abbott. Also asked for ideas on how to set up a new patient participation group. The Clerk made suggestions and offered her support if needed.

Gigclear – details of works to take place locally.

EALC – AGM on 21<sup>st</sup> September at Colchester Stadium.RCCE – Free event – Helping Communities deliver net-zero: housing and energy. On Thursday 4<sup>th</sup> May, 9.30am – 4pm, at Anglia Ruskin Uni. Notice to place on the board and **Clerk** to send to Leila Hobart for the website.LHP Meeting – 23<sup>rd</sup> March, 2pm at Causeway House.

ECC – details of public notice re 20mph speed limit. Copy given to all.

Member of the Public – email received reporting that youths have been lighting fires in the woodland to the side field of Francis Way. Clerk signposted them to the Police if required.

ECC – Transport Meeting on 13<sup>th</sup> March, 10-12 noon. Virtual meeting. **Cllr McDonald** to attend.PCSO Dave Jones – from 1<sup>st</sup> April each PCSO is responsible for a number of parishes. He will cover Silver End, Kelvedon, Feering, Coggeshall and Rivenhall. Aims to pop in for a visit ASAP. **Clerk** to liaise.

BDC – have come across old photos and paperwork relating to the Memorial Gardens. They are going to deliver it to see if SEPC/SEHS would like to keep it.

**0323/FC1910 Reports****Reports from Silver End Parish Councillors – Meeting/Activities**

Cllr McDonald reported that there had been a WoSE meeting before print.

Transport meeting on 13<sup>th</sup> March – he will mention bus stops and request up to date information to be placed at them as well as a timetable.

Patient Participation Group set up by surgery – encouraged residents to get involved.

**ECC/BDC reports****Clerk** asked to report to BDC, Enforcement - 77 Grooms Lane – front garden laid to crushed stone chips to create off road parking with no drop kerb.

Cllr Waine reported that at 38 Silver Street a lodge has been built in the back garden. The development is very large but agreed by BDC as lawful development.

**0323/FC1911 Payments made since the meeting on 8<sup>th</sup> February:**

Office service charge	40.00	Petty cash	18.12
Essex Pension Fund	507.01	Printer ink	9.99
Memorial Gardens contract	252.00	Tiptree meals (17/2)	132.00
Tiptree Meals (3/3)	130.00	EALC (election briefing)	54.00
L Hobart (website x 1 hr)	22.00	BDC (refuse truck)	237.50
Website hosting and install (LHobart)	118.20		

**Payments to be made:**

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
Tiptree Meals (7/4)	max 200.00	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
		(£1511.10 before refundable VAT – 0722/FC1807)	

All agreed.

**Bank Balances**

Current Account:	£ 4,122.05
Deposit Account:	£ 32,000.00

Cllr Abbott left the meeting at this point.

### 0323/FC1912 **First Aid Training**

As agreed at the last meeting (0223/FC1899) the Clerk confirmed that she has provisionally booked the first aid course for a max. of 24 people on Saturday 13<sup>th</sup> May, from 10am -1pm in the village hall.

She is waiting for confirmation from Hire a Hall that the small is available on that date. Assuming it is she will then contact all those interested and ask for confirmation of attendance.

The course is with Tiger Lily Training and costs £850 + VAT for 2 trainers and a certificate of attendance – not a certification. The course can be cancelled without charge 4 weeks in advance.

Once finalised it will be advertised on the noticeboard, website and social media.

### 0323/FC1913 **Website hosting update**

**Leila Hobart** attended earlier in the meeting to ask for agreement to replace the front-page picture and update the organisation details, in discussions with Sam Redmond, Editor of WoSE. All agreed. In response to her request to update business and organisation information it was agreed that the site should only detail organisations and groups in Silver End, feeling it inappropriate to promote businesses.

She will also look into the free website host mentioned earlier.

The **Clerk** will also ensure that the details of the Clerk's presence in the office will be made uniform throughout the pages.

### 0323/FC1914 **Clerk's update re Parish Council applications/elections in May 2023**

With Parish Council elections due on 4<sup>th</sup> May, the Clerk attended an Election Briefing run by EALC.

A full timetable of events is available on The Electoral Commission's website. The publication of notice of election will be no later than March 27<sup>th</sup> and the close of nominations is 4pm on 4<sup>th</sup> April. Forms must be hand delivered but this doesn't need to be by the nominee themselves. A statement of persons nominated will be issued on 5<sup>th</sup> April. If the election is contested, then polling will take place on 4<sup>th</sup> May. If not quorate the process must be repeated within 60 days. Existing councillors will retire on 9<sup>th</sup> May (a day later due to the bank holiday on 8<sup>th</sup> May.) New council will take over from this date. New Declaration of Acceptance forms to be completed either before the AGM or before the meeting starts.

### 0323/FC1915 **Councillors to consider the use of the Parish Council office by a local organisation**

Cllr Ashford explained that a group of ladies meet in the library for a book club. As they may now be charged for usage, they are looking for a new venue and approached him regarding the possibility of using the SEPC office on a monthly basis.

Cllr Bugg has also been approached by the youth club about the possibility of using the office on a weekly basis for staff training.

All agreed that although they fully support both of the groups, permission could not be granted. Cannot be seen to favour one group over another and SEPC could find itself in a position where they are approached by further groups for free usage. There could also be an issue with Hire a Hall whereby they lose revenue as a result.

### 0323/FC1916 **Memorial Gardens maintenance – future projects**

Cllr Bailey suggested that he removes the bamboo from around the pond but would need permission from BDC and would need to make a charge, **Clerk and Cllr Bugg** will mention that at the Memorial Gardens meeting and ask BDC to pay for the works. Agreed that this needs to be done and the whole area around the pond needs work. In addition, the Greener Silver End area will be discussed.

### 0323/FC1917 **Dropped kerbs in Silver End – review of proposals and future progress**

Cllr McDonald referred to discussions in 2018, highlighting how wheelchair/pram/mobility scooter users struggle to get around the village whilst crossing the roads. A list of proposed drop kerbs was put together, split into 5 sections, but he believes that only one has been completed.

**Clerk** to contact Cllr Playle to see if it is still on the proposed list with LHP and whether it can be pushed again.

### 0323/FC1918 **SEPC Project Plan – quarterly review**

The **project plan** was reviewed and amended as per the attached.

In addition, the **Clerk** was asked to book the village hall for the Christmas Event 2023.

It was discussed whether or not SEPC could fund gateway signs on Temple Lane – just before the bend entering the village, moving the 30mph speed limit to ensure that cars slow before the corner.

Agenda item for April's meeting. In the meantime, **Cllr Ashford** will investigate the costs and the **Clerk** will approach Cllr Playle to investigate how permission from ECC is sought, including provisions required by the installer, such as the need for traffic lights etc.

### 0323/FC1919 **Agenda items for next meeting**

Next Full Council meeting is to be held on 12<sup>th</sup> April.

Gateway signs

First Aid Training

Conservation/Listing (if anything to update)

Election update

Benches (if anything to update)

Audit 2022/23

Consideration to be given to additional work in the Memorial Gardens and related costs.

There being no further matters to discuss the Chair called the meeting to a close at 22.19pm.