

# SILVER END PARISH COUNCIL

## Minutes of the Full Council meeting held on 14th June 2023 in the Parish Council Office, Silver End Village Hall.

**Present:** Cllr Bugg (Chair,) Cllr McDonald, Cllr Bailey (left during 0623/FC1968,) Cllr Ashford, Cllr Hughes, Cllr Kelly, Cllr Taylor (co-opted 0623/FC1960,) Cllr Sullivan (co-opted 0623/FC1960,) Mrs Temple (Clerk,) Cllr Abbott (BDC, left during 0623/FC1965,) Cllr Playle (ECC, left during 0623/FC1965) and Leila Hobart (webmaster of Silver End PC website, left after 0623/FC1965.)

0623/FC1959     **Apologies for absence:** Cllr Wright (BDC.)  
                  **Absent without apologies:** None.

### 0623/FC1960     **Co-option of new Members to be considered**

Before the meeting, current Members were sent co-option application forms for their consideration, from Colin Taylor and Matt Sullivan. The Chair opened the floor to questions for each but there were none.

Cllr Ashford proposed Mr Taylor for co-option with Cllr McDonald acting as second. Vote: All in favour and therefore carried. Cllr Taylor was invited to the table to join Members.

Cllr Ashford proposed Mr Sullivan for co-option with Cllr McDonald acting as second. Vote: All in favour and therefore carried. Cllr Sullivan was invited to the table to join Members.

Both new councillors signed Declarations of Acceptance for their new roles and were asked to stay at the end of the meeting to complete Registers of Interest.

The Chair reminded everyone that the Clerk must be notified, in advance, regarding meeting absence. That any information given, on behalf of SEPC is accurate and that known attendance of guests must be notified to the Chair/Clerk before a meeting. In order for everyone to have a fair chance to speak, raise hand while waiting and the Chair will invite you to speak.

0623/FC1961     **Declarations of Interest** by Members in respect of any items on the agenda. None offered.

0623/FC1962     **Members of the public** are given an opportunity to speak, however none were present.

0623/FC1963     **Minutes of the Annual Parish Council Meeting** were agreed and signed as a true record, with the amendments: Address re hedge in Silver Street should be 34 not 32 and Temple Lane gateway should be in Cllr Playle's report.

### **Clerk's Report and matters arising from the last minutes:**

- The Clerk has been in touch with Eastlight regarding the garage. Planning has now been agreed and quotes are being sought for the repair to the roof. They will be in touch once access is required.
- Eastlight are arranging a meeting with their anti-social behaviour team to deal with the unauthorised parking at the bungalows in Broadway. This follows a visit after a report of parking on the green, then reversing into the village sign which moved it and caused damage to the car. **Notify Matt Lawday, Eastlight**, of regular cars parking.
- Miles Keeble from the football club was asked to suggest dates to meet to discuss ownership etc of the floodlights, on his request. No response as yet.
- After investigation and liaison with EALC, the Clerk confirmed that currently the Annual Parish Meeting (open to all village residents) has to be held in person, rather than virtually. **Clerk** to diarise for the beginning of next year to consider holding it in person with access to others from home.
- BDC were unable to establish which tree needs to be investigated in the Memorial Gardens (0523/AP1952.) They plan to investigate once more. **Clerk** to raise in the meeting with Rick Sargent next week.
- BDC are arranging repair of the broken window at the village hall (SEPC's toilet.) As requested she provided photos and a police incident number. **Clerk** to chase.
- No response from the PTA has been received regarding a donation request towards the swimming pool. For this reason no agenda item has been made.
- BDC have still not confirmed that a licence for the table tennis table has been issued. She will **chase** again as soon as **John Bailey** provides quotes for installation of this and removal of the bamboo.
- The financial software has been ordered, now it is a case of agreeing a date for installation and training.
- Continuing to chase Essex Parking Partnership following complaint made regarding parking on the footpath outside the Chinese Takeaway.
- Awaiting further info from Speedwatch Partnership to confirm a training date and discuss new monitoring locations.
- The application to ECC regarding the benches on the crossroads of Temple Lane/Broadway/Valentine Way, was returned stating that a base and footpath will be required, despite there not being one there currently. Cllr Bailey has kindly provided the **Clerk** with the information requested to add to the application.
- An annual service of the defib at Valentine House has been booked in for 18<sup>th</sup> July pm. New pads will be needed.

### 0623/FC1964     **Report from District/County Councillors**

Cllr Abbott (BDC) reported:

- Looking forward to the meeting re S106 monies (to be discussed later 0623/FC1970.)

- Paths through Memorial Gardens – BDC to repair lower pathways. Planners agree that York stone should remain on the central path but currently do not have the funds to repair.
- Cut through behind Grooms Lane – Eastlight will tidy the items that have been dumped.
- Tennis court – BDC – Fields in Trust are not inclined to support the pre-school's use of the tennis court.
- Factory site – encouraging consultation locally.
- National Grid – 2<sup>nd</sup> consultation re pylons is imminent.
- Redrow – non material amendment re boundary – going to Planning.
- Dog bins – he found BDC map and sent to Clerk. BDC have no money for additional bins. SEPC could move them but need to speak to BDC before doing anything.
- Conservation Area Appraisal is imminent.
- Co-op street lights out on site plus hedge by the surgery needs cutting back. He asked the **Clerk** to contact Joscelyne Chase to remedy.
- Waste site meeting – increased use of Woodhouse Lane. Talk of a second access as predicted.
- BDC no longer producing recycling calendar. Current one runs to September. Handing over to parishes.

Cllr Abbott was thanked for his report by the Chair who then opened the floor to questions.

AB – Grannies Alley is becoming overgrown again and Silver Street trees need reducing and are very low. Cllr Abbott aims to establish who will carry this work now that the Rangers' budget has been cut.

IA – Drain by Congregational Church is sitting proud and is a trip hazard. Cllr Abbott will investigate.

Cllr Playle (ECC) reported:

- 20mph signs – School Road - Highways won't move them as will be ineffective. He will go back as not in place agreed in planning. Scheme should include both School Road and Valentine Way.
- LHP – meeting in July. Update on projects – hopefully update on proposed gateway for Temple Lane. Ideally news on speed surveys. Sheepcotes Lane – quiet lane sign in place.
- Full Council in May. Additional £3m announced for Highways. Should see more repairs being done.
- Should also hear details of councillor pot hole schemes. Cllr Ashford reported pot holes in School Rd, Boars Tye Rd by Francis Gate, opposite The Manors, Grooms Lane, railway lines on Broadway and continuing issues on Silver Street.
- Footpath issues with Redrow regarding permissible right of way. He will investigate to establish, including signage.
- Grant to be put in for benches on crossroads.
- Community Initiative Fund (as discussed later in Correspondence.)
- Factory site meeting today. Landowner keen to involve community.

The Chair thanked Cllr Playle and then opened the floor to questions.

KM – Raised kerbs – no mention of kerbs in Silver End on the LHP minutes. He will investigate.

KM – questioned both councillors regarding levelling up. Cllr Abbott believes that BDC are putting together a package of spending. Cllr Playle will chase his request already made to ECC.

IA – quiet lane – Would like to minute SEPC's thanks to both councillors for their help and persistence with this.

AB – pavements getting dangerous with tree roots on Silver Street, from Broadway to Congregational Church. Cllr Playle noted.

**0623/FC1965 Website – presentation by webmaster, Leila Hobart, and consideration to be given to possible updates and related costs**

Leila Hobart explained that she has taken over responsibility for the website from the new year. Currently functional but needs to be updated and would like to see it become more of a community hub. There are currently 26 pages but in her opinion it could be reduced to a maximum of 10. She has looked at free hosts that other parishes use but doesn't believe that they work as well as Wix, which would be her recommended host. She showed some sites to compare and a mock up for SEPC.

Cllr Bailey stated that need to be mindful of cost.

Cllr McDonald commented that we need to increase the footfall of viewers.

Cllr Playle left the meeting at this point.

Cllr Kelly questioned the benefit of revamping the site, with its associated cost.

Cllr Sullivan replied that the current site is not accessible via mobile phone. The world is changing and younger people do not always have PCs.

Cllr Abbott left the meeting at this point.

Cllr Ashford added that links to the site would be useful to then post on social media, directing people to the website.

All agreed to make this an **agenda item** for next meeting. Leila Hobart will put together a full proposal and the **Clerk** will investigate budget headings etc to ensure that money is available to make this update.

The Chair thanked Leila Hobart for her time and attendance and she left the meeting at this point.

**0623/FC1966 Planning Applications – agreed via email communication since the last meeting. Only objections or formal comments noted.**

**Planning Application No:** 23/01277/FUL

Hangar 1, Rivenhall Airfield, Sheepcotes Lane

Objection:

Object to the change of use, questioning the appropriateness of B8 storage in the vicinity of a garden village and conservation area. Exact use of storage and footage of area is not specified.

**Planning Applications received after agenda was set**

None.

0623/FC1967 **Correspondence – not already included in the Clerk’s report**

BDC – Governance – timetable of meetings until 2027 available on their website. Clerk has the link if needed.

Essex Police – discussions regarding the report of youths breaking into the tennis pavilion. It appears that there has been no further damage or theft other than the padlock. **Clerk** to advise them and BDC that the toilet is being used inside and there is concern over the youths meeting inside and potentially using drugs. Cllr Ashford has already reported this to BDC’s Asset Management but it has not yet been secured. **Clerk** to chase.

Indaver – agenda for Rivenhall Airfield Liaison Group Mtg – 14<sup>th</sup> June at 11am. Cllr McDonald has attended on behalf of SEPC.

Priti Patel – Community Initiative Fund 2023, administered by EALC. 2 levels can be applied for, firstly up to £10k for capital or revenue projects and secondly micro grants of up to £1k. This is for grassroots communities to reduce social isolation, wellbeing or to encourage communities to connect. Cllr McDonald will look into this, and consider possibilities for upgrading website.

Applications by 18<sup>th</sup> August.

Cllr Abbott – question to SEPC – would they consider the bank near the pond in the Memorial Gardens to be allocated to wilding? **Clerk** asked to reply that this is not an option as they are formal gardens.

Essex Highways – public notices regarding the temporary closure of footpath 63 in Bradwell from 1/9.

Cllr Abbott – confirmation of the PRoW discussed in 0523/AP1946

Resident of Green Mews – A copy of the letter was handed to each Member as it is detailed. Recurring disturbance experienced by all residents, particularly at the village hall end of the houses. Issues relate to loud music, singing, kicking a ball against the wall. Concern of the effect this is having on the health and mental wellbeing of the residents. Minor damage has been made to cars. They ask for help and support in finding a way to appease the situation, stating that SEPC have done nothing to date.

It was agreed that SEPC have done all that they can to date. The Clerk has spent hours advising and signposting with one of the other residents and arranged for BDC to change the gate onto the field to ensure that cars and motorbikes cannot be driven onto the field at that point. Cllr McDonald believes that we should continue to help although we have no power as it is not our land or property. Therefore we can’t put ‘No Ball Game’ signs up ourselves.

Cllr Ashford proposed that the **Clerk** contacts BDC and Joscelyne Chase to ask them to put signs up on their land. Cllr Hughes acted as second. No further proposals. Vote: all in favour and therefore carried.

**Clerk** to respond to the resident’s letter.

0623/FC1968 **Reports from Silver End Councillors – Meetings/activities  
ECC/BDC Reports**

Cllr Ashford:

- reported that the tennis pavilion has been broken into (as already discussed.)
- reported someone for parking on zig zags on the school run.

Cllr Bailey left the meeting at this point.

Cllr McDonald:

- quarry meeting – previous concern about children going into lagoon. This has now been drained and filled.
- BALC meeting with Cllr Kelly. Increase in membership fees. Kelvedon PC held their annual Parish Meeting virtually.
- Indaver meeting – presentation re greenhouses for tomatoes – Reduce carbon footprint and offer cheaper produce.
- 100<sup>th</sup> anniversary meeting – only 7 attendees. He has produced a report, detailing ideas, including concert. Cover 3 days. Provisional date 20/6/26. Maybe have a small commemoration on 19/4 – actual birthday. Next meeting on 12/9 in SEPC’s office. **Clerk** to send his report to all organisations.

Clerk: First Aid Course – hosted and funded by SEPC. Well attended and very well received. Certificates sent to all attendees.

Cllr Kelly: Meeting at doctors surgery – they are facing issues and not functioning well, covering 9 parishes currently. 1 ½ doctors and 1 ½ nurses only. They know that they are failing the area currently. Plan to set up PPG and he aims to contact all other parishes. Investment appears to be going in the wrong places. Contacted BDC who may have money to extend building. Issue between pharmacy and surgery which needs to be resolved.

0623/FC1969 **Finance**

**Payments made since the last meeting:**

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 <sup>th</sup> May)	115.00
Tiptree Meals (26 <sup>th</sup> May)	137.00	Refreshments 1 <sup>st</sup> aid training	20.25
Hall hire max (100 <sup>th</sup> anniversary mtg)	17.75	Charles Baker publication	148.50
Amenities item – new footwear	33.95		

**Payments to be made:**

Rialtus software	825.00	Office service charge	40.00
Petty cash	19.45	Printer ink	9.99
Essex Pension Fund	532.73	Memorial Gardens contract	462.00
Tiptree Meals (9 <sup>th</sup> June)	122.00	Tiptree Meals (30 <sup>th</sup> June)	max 200.00
L Hobart (website)	44.00	BALC subscription	48.00
S Redmond (WoSE-microsoft/publisher)	59.99	Stamps and stationary	17.99
CSS – toilet rolls for Mem Gdns	106.48	Litter pickers and air freshener (toilets)	27.99
WI (donation re internal audit)	60.00	Earth Anchors – noticeboard	max600.00
		VAT and delivery	

All agreed.

## **Bank Balances**

Current Account	£ 6,694.74
Deposit Account	£ 61,139.45

## **Internal Audit 2022.23**

The Clerk and Mrs Greta Tew, carried out the internal audit on 31<sup>st</sup> May. Mrs Tew completed the Annual Internal Audit Report 2022/23, finding no points of concern to raise, She signed the form to this extent. The full audit will be sent to PKF Littlejohn and the Public Exercise of Rights will be published on the website, along with the unaudited accounts.

The Internal Auditor refused to receive any fee but instead asked Members to consider, this year, donating her fee to Silver End's Women's Institute. Cllr Hughes proposed £60 to the Women's Institute in lieu of her fee and this was seconded by Cllr Ashford. Vote: All in favour and therefore carried.

### **0623/FC1970 Discussion regarding meeting with BDC to consider ideas on how best to spend S106 monies in the village**

As discussed at previous meetings Cllr McDonald asked the Clerk to contact BDC following the report made by the Scrutiny Comm. regarding how S106 monies have been spent in the District.

As a result, Sarah Burder and Neil Jones, BDC, have asked for a meeting to be set up between themselves and SEPC to discuss the 'significant sums that will become available to spend on open spaces in the Parishes which have been secured through S106 Agreements with developers.'

An initial date has been set of Thursday 22<sup>nd</sup> June, 10am in the Parish Council office. The suggestion is for the Clerk and 2 or 3 others to attend – thoughts and decisions will then be discussed and made at the next Full Council meeting. Cllr Bugg plans to attend and other councillors will notify the **Clerk** before the meeting.

Cllrs Abbott and Wright have also been invited. **Agenda item** for next meeting.

As well as items listed on the Open Spaces Plan it was suggested that a new DDA compliant play area could be considered along With updating the play equipment in the Memorial Gardens to comply with these standards. Assistance to establish a new early years provision would be very useful in the village.

### **0623/FC1970 Multi-sports Court – consideration to repair and future use**

Following discussions at the last meeting the Clerk has asked the Tennis Club to remove their lock from the multi sports court, which she understands has taken place, initially to allow for repair of the fencing.

The Clerk brought Members attention to an email that she has received from a Silver Street resident citing existing litigation between herself, her husband, BDC and Silver End PC, stipulating that the sports court can only be used for tennis and no other games. She also believed that the trees/shrubs were to be cut down. The resident stated that if the court is to be used for any other sport that they will restart legal action and seek legal costs from BDC and SEPC.

The Clerk has no knowledge of any such litigation, nor have any existing councillors from this time, but the issue does go back About 25 years. She has been liaising with BDC, who have had the same initial thoughts but have asked that this matter is Resolved before any further discussions are had. The Clerk has responded to the resident asking for further information, but as yet there has been no response. She has also confirmed that there is no intention to cut back the trees and that no decision has been made, simply discussions at this point. Cllr Hughes added that at the time, after all of the issues and the court being shut for years, there was an agreement between SEPC and the Tennis Club that they could have use of it rather than leave it to fall into dis-repair. No legal agreement was entered into and there was no consultation with BDC.

The BDC officer dealing with this is also dealing with the S106 item above and has suggested that we speak about this at the same meeting, next week.

Cllr Bugg added that opening the court will create an issue, causing another site for the anti-social behaviour that already happens within the village. He asked for it to be minuted that he backs the residents fully.

Cllr Ashford replied that he does not think that we should leave a facility unused and that the anti-social behaviour is already happening. Cllr Kelly added that this may have the effect of reducing anti-social behaviour, if it doesn't then it has to stop. Cllr Bugg's response was that the youth have been given a skate bowl and a shelter, why would giving them something else reduce anti-social behaviour?

All agreed to speak to BDC and resolve the legal query and then discuss at the **next meeting**.

Cllr Ashford proposed that he purchases 2 coded padlocks to secure the multi sports court in the meantime and leave it locked until BDC give their decision. Cllr Bugg acted as second. Vote: all in favour and therefore carried.

### **0623/FC1971 Noticeboards at the front of the Co-op. Consider costs and improvement**

As discussed at the last meeting 2 of the notice boards have been damaged as a result of children kicking a ball against the Co-op wall. The Clerk has investigated options and found the strongest, thickest boards are from Earth Anchors – 75mm thick aluminium frames with polycarbonate windows.

Cllr Kelly proposed buying a board that is the same size as the current one for £435 (+ VAT and delivery) and make good the 2<sup>nd</sup> board with the pieces from the 2 broken boards. Cllr Ashford acted as second. Vote: all in favour and therefore carried. The **Clerk** will make the order.

### **0623/FC1972 EALC Courses for new councillors – agreement of attendance and cost**

The Clerk confirmed that there are currently 4 modules available to all new councillors. Some are held in the daytime, some in the evening and some on Saturdays. Dates to be sent to Cllrs Taylor and Sullivan, Cllr Kelly already has them.

Cost for all 4 modules is £300+VAT per person.

**Agenda item** for the next meeting.

0623/FC1973     **Recycling Calendar**

Cllr McDonald has put together calendars to be included in WoSE and the website.

0623/FC1974     **Review of location of existing dog waste bins in Silver End**

The Clerk gave a copy of the map, kindly provided by Cllr Abbott, identifying all dog waste bins in Silver End.

**Clerk** to liaise with BDC to ask permission to move bins and to ensure that they are happy to collect from additional bins if purchased. Assuming they are happy:

Cllr Ashford proposed that SEPC purchase 3 new bins (approx. cost £135 each) for Daniel Way, entrance to Redrow and by Western Arms. Cllr Bugg acted as second. Vote All in favour and therefore carried. **Clerk** will order, assuming BDC agree.

0623/FC1975     **Banner for Advertising the Parish Council at events**

This was last discussed in June/July 2022 and was going to be organised by Mr Hopkins who has a contact in this field. He has since resigned from his position on the Parish Council. A maximum amount to spend of £150 was agreed (0722/FC1806.)

It was agreed that **Cllr Taylor** would look into costs for 2 banners stating 'Sponsored by Silver End Parish Council.' Assuming these are within budget then they should be ordered.

0623/FC1976     **Agenda items for the next meeting**

Next Full Council Meeting – 12th July.

The Clerk is taking annual leave during the first week of July and will therefore send the agenda out earlier than usual but will be back for the next meeting.

Additional items not already mentioned:

Positions available to new councillors.

Project plan.

There being no further matters to discuss the Chair called the meeting to a close at 22.34pm.