



SILVER END PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on 8th May 2024 in the Parish Council Office, Silver End Village Hall.

Present: Cllr Bugg (outgoing and continuing Chair,) Cllr McDonald, Cllr Bailey, Cllr Hughes, Cllr Sullivan, Cllr Allaker, Mrs Temple (Clerk) and Cllr Abbott (BDC, left after 0524/AP2122.)

0524/AP2113 **Election of the Chairman of the Parish Council and Chairman's Declaration of Acceptance of Office (if required)**

The outgoing Chair, Cllr Bugg, called for nominations.

Cllr Hughes nominated Cllr Bugg, with Cllr Sullivan acting as second. With no further proposals all were in favour at a vote; therefore carried.

0524/AP2114 **Apologies for absence:** Cllr Taylor, Cllr Ashford, Cllr Playle (ECC) and Cllr Wright (BDC.)
Absent without apologies: None.

0524/AP2115 **Election of the Vice-Chairman of the Parish Council**

The Chair called for nominations.

Cllr Hughes nominated Cllr Bailey with Cllr Sullivan acting as second. With no further proposals all were in favour at a vote; therefore carried.

0524/AP2116 **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 Bailey nominated Cllr Hughes with Cllr Bugg acting as second. With no further proposals all were in favour at a vote; therefore carried.

0524/AP2117 **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.

0524/AP2118 **Declarations of Interest** by Members in respect of any items on the agenda.

None were given.

0524/AP2119 **Members of the public** are given an opportunity to speak at this point, however none were present.

0524/AP2120 **Minutes of the last Full Council Meeting** were agreed and signed as a true record.

Clerk's Report:

- The Clerk is in the process of completing the **bench licence**. No confirmation of bench delivery yet. ECC have paid the locality grant for the full cost of the benches.
- The bleed kit has been fitted on Valentine House. Thanks to all councillors involved. The one at the Western Arms will be in situ shortly.
- The ping pong table is in place – **Clerk** to notify BDC. Cllr Bailey stated that it was a great team effort from all.
- Still awaiting confirmation of BDC's dog bin survey. **SEPC's** moving of bins will be remedied shortly.
- Awaiting confirmation from **Jane Taylor** about presenting at June's meeting regarding the Colne Valley Community Energy Project.
- A letter was sent to Boots regarding the lack of pharmacists, especially at the weekend. No response has been received.
- As agreed at the last meeting the Clerk has printed a letter, prepared by Cllr McDonald, to hand deliver to residents of Western Rd, regarding the placement of a bench. **Cllr McDonald** will arrange delivery.
- Work has started to repair the roof at the Manor's garage and should take 3-4 weeks to complete. **Clerk** asked to contact Eastlight, asking them to put a tarp over the roof as all items inside are getting wetter.
- Confirmation received from Eastlight that they will cut back the hedging on the approach to the HCT pavilion.

0524/AP2121 **Report from District/County Councillors**

Cllr Abbott (BDC) reported:

- Councillor Grant Scheme has been agreed for a further year - £2500 jointly. Open to all organisations.

- Call for sites – expected to go to Local Planning Committee late summer. Public meeting so SEPC can attend.
- Pylons – public event in Witham on Tuesday. He will be there all day. All access roads have now been proposed.
- Solar panels for hall – no response but he will take further.
- Tree guards dropped to Cllr Bailey who has already put them around the beeches.
- New code of conduct agreed by BDC – sent to the Clerk so appears to be for district and parish councillors.

The Chair opened the floor to questions:

KM – pathway Grooms Lane to Daniel Way. Resident fell and asked who to contact to complain. JA – ownership still unclear but he will investigate again.

KM – S106 monies for the surgery – JA heard nothing further.

AB – hedges in Silver Street (nos: 12,27,39) overgrown and caused issues with mobility scooter user. JA will chase.

AB – trees planted in Grooms Lane – both been vandalised. JA will check.

The Chair thanked Cllr Abbott for his attendance and his report.

In his absence, Cllr Playle asked the Clerk to make a report on his behalf:

Highways

I continue to press Essex County Council to fix road defects more quickly and at a higher volume. Whilst it might not always seem it, I do believe locally at least that we are in a better position this Spring than we were last year. Two outstanding matters are the faulty repairs to Silver Street. I reported these several times to Essex Highway and have asked that the contractor return to redo the work at no cost to the taxpayer. I'm pleased this has now been rescheduled for repair 17th – 19th June. Another is the pavement adjacent to the factory site in Western Road. I am hoping this can now be repaired under a new Member-led scheme which will allow councillors to put forward defects to be attended to as a priority.

LHP & speeding

Through the Local Highways Panel, which allows councillors to put forward schemes to make small improvements, we have made some progress on new measures to deter speeding. This includes new signage and the proper size MPH roundels at the top of Boars Tye Road, along with progress on a scheme to introduce the same 'white gables' at Temple Lane to match those on the two other main entrances to the village. These efforts are complemented by the Parish Council's efforts to reinvigorate the Community Speed Watch Team and re-erect the speed indicator devices. I'm aware that there are longstanding problems with School Road and Valentine Way during school drop off and pick up times. I am meeting with the Head Teacher this Thursday morning to discuss this matter and to see what can be done.

Grant funding

I am pleased to have supported Silver End Youth Club through the County Council's Local Community Fund. This grant funding is allowing local young people opportunities to partake in activities and trips they might not have otherwise been able to be included in. Through my Locality Budget, I'm pleased to have given the Parish Council sufficient funds to purchase two new benches, including a Less We Forget bench. Both the Local Community Fund and the councillor's Locality Budget have been renewed for this financial year and will reopen for applications in mid-May.

Factory site

The redevelopment of the old Crittalls factory site continues to take up a sizeable amount of time and energy. Whilst the landowner and District Council I'm pleased to say are now engaging with one another again and talking through the issues, progress remains painfully slow.

I am in regular, weekly, contact with the landowner to ensure that progress is made and no setbacks result in a further deadlock. Critical meetings are due to be taking place in early May between the landowner, the District Council and Essex County Council's Place Services department. The chances of having a planning application lodged this Autumn very much rely on the success of those meetings. Having spent many hours speaking with the landowner, both over the phone, email and in person I am in no doubt that they are a good, decent person and are truly doing the best they can for the benefit of the community.

I have even had the opportunity to see some of the high level concept designs for the site and I think they are of a very high standard and would be an amazing contribution to the village, not only sympathetic to its history but provide this site with a sustainable future too. I will continue to keep the Parish Council and residents updated with as much as I'm allowed to disclose.

I remain accessible to residents via email, Facebook or landline. Should you have any questions, please do not hesitate to get in touch.'

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

The number in brackets relates to the minimum number required:

- BALC (1) Cllr McDonald
- Public Transport (1) Cllr McDonald

- Parish Footpaths (1) Cllrs Hughes, Bugg and Ashford
- Parish Tree Warden (1) Cllrs Bailey and Sullivan
- Window on Silver End Working Party (2) Cllrs McDonald and Bugg
- IT/Web/Social Media Co-Ordinator (1) Leila Hobart and Cllrs Sullivan and Allaker
- Silver End Events Working Party, including Christmas and 100th events (3) Cllrs McDonald, Ashford, Bugg and Taylor
- Parish Youth Participation (1) Cllr Bugg
- Internal Auditor (1) – Mrs Tew
- Parish External Funding (2) Cllrs McDonald and Bugg
- Silver End Conservation Area Working Party (2) Cllrs Ashford, McDonald, Bugg and Sullivan
- Doctor’s Surgery Liaison Group (1) Cllr Bugg
- Maintenance of the Memorial Gardens Working Party (2) Cllrs Hughes and Bugg
- S106 Working Party (3) Cllrs Ashford, Bugg, McDonald and Bailey
- Bradwell Quarry/Indaver Liaison Group Members (1) Cllrs McDonald and Allaker
- Speedwatch Co-ordinator and SEPC volunteers (1) & (4) Cllrs Ashford, Taylor, Mr Fecitt, Mr Hopkins and Mr Lewis
- Neighbourhood Plan Working Party (2) Cllrs McDonald and Taylor
- Silver End New Development (1) Cllr Allaker

Cllr Abbott left the meeting at this point.

0524/AP2123 **Planning Applications – agreed via email communication since the last meeting. Only objections or formal comments noted.** None.
Planning Applications received after agenda was set. None.

0524/AP2124 **Correspondence – not already included in the Clerk’s report**

EALC – notification that Roger Hirst has been re-elected as the Police, Fire and Crime Commissioner for Essex.
 Crossing PC – interested in a Speedwatch collaboration. The Clerk there will attempt to drum up support for more volunteers. Rivenhall PC have been included in the correspondence.

Cllr McDonald – continues to share information with all Members regarding the pylons.

Grace Allman, BDC – has sent a revised drawing of proposed work to the parking area on the village hall field. The Clerk has responded, stating that all looks as discussed except that a gate would be preferred, rather than bollards.

BDC – new Code of Conduct for District Members was approved on 22nd April. It is assumed that this will also include Parish Members. Once notified the **Clerk** will send a copy to all and make adoption an agenda item.

Paul Partridge, BDC – email stating that he will be retiring as Head of Operations on 26th April. The Clerk has responded wishing him all the best and thanking him for his support over the years.

Member of the Public – complaint regarding the field behind Francis Way. Motorbikes are ridden up and down and youths congregate. The Clerk has advised that they continue reporting to the Police in the hope that they are able to make a difference.

National Grid – Statutory Consultation – Tuesday 14th May, 11am-4pm, Witham Public Hall.

0524/AP2125 **Reports from Silver End Councillors – Meetings/activities**

APCM 21/4 – attended by Cllrs Bugg, McDonald, Ashford and the Clerk. Low turnout - 12 people in total.

BALC – Cllr McDonald has sent a report of the meeting to all. Discussed S106 monies and many parishes are struggling to access the funds. Asylum centre - 70 people removed. Prison plans have been put on hold. Fly tipping appears to have increased generally in the area.

100th Meeting – on the primary date plans are to have a torchlight procession by children from the Academy and also the Scouts, meeting together and then marching to the Congregational Church. Exume time capsule and bury another. Invite Chairs of BDC and ECC. In the lead up to this dedicate evening to the youth. Academy plan to do a tapestry. WI will ask the museum for the original to be returned for the event. Next mtg 23/7, 7.30pm. **Clerk** to send a reminder in advance of the meeting.

Cllr McDonald - Indaver’s ‘Crank Up’ – 26/5 open to all.

Cllr McDonald - Pylons – proposed to come close to Whitehead Farm. Will be visible from the village. Need to get involved as a parish. All agreed that **Cllr McDonald** should reply to the consultation on behalf of SEPC.

Cllr Hughes – Memorial Gardens Working Party - noticeable that there is an improvement in SEPC’s area over BDC’s. Tidied around the pond although this is not our area – consider including area when the contract is reviewed with BDC. Jonathan Barker has found a name of someone that makes Torii arches – Cllr Bailey stated that he has

spoken to them already and the problem is making one in hardwood. He hasn't found anyone to do so at this point – may have to consider softwood.

Cllr Bailey suggested that all councillors get involved in cleaning street signs. All agreed - Wednesday 5/6 7pm.

ECC/BDC Reports

The Clerk reminded Cllr Bugg that there is a Memorial Gardens meeting on Tuesday 14th May, 10am with Andy and John from BDC, Cllr Hughes plans to attend too.

Cllr Bugg reported that a light is out on the right hand side of Memorial Gardens entrance. **Clerk** to notify Kev Lay.

0524/AP2126 Finance

The Clerk presented the statements and balances which were agreed and signed by the Chair of the meeting, and the Clerk as the RFO, as per appendix 0524i, as sent to Members with the agenda. All payments to be made, detailed in this appendix, were agreed and the balances were noted.

Additional payment to be added to the appendix 0524i:

The Purposeful VA (L Hobart – website) 18.66

Bank Balances as at 30.4.24

Current Account £ 54,359.65

Deposit Account £ 30,864.64

Cllr Bailey suggested that SEPC pay to repair pot holes in the village. Cllr Hughes asked how would we determine which pot holes to repair over others and that SEPC money is allocated to certain budget headings and would mean a substantial virement. The Clerk raised issues over insurance, risk assessments and any future claims made when the holes break up again. It was agreed that the **Clerk** would contact Cllr Playle to see if ECC have a scheme supporting this work but ensuring that ECC continue Silver End in their repair works scheme.

Audit 2023/2024

The Clerk presented the accounts prepared for audit.

Section 1 – Annual Governance Statement 2023/24. Statements 1-8 were agreed as Yes responses and statement 9 as N/A. It was approved by all for both the Clerk and the Chair to sign the statement, recorded under minute reference 0524/AP2126i.

Section 2 – Accounting Statements 2023/24. The Clerk presented the accounts which were approved by all and signed by the Clerk and the Chair under minute reference 0524/AP2126ii.

The Internal Audit is to take place on 5th June with Greta Tew. Her report will be presented at the next **Full Council Meeting**, before the audit is sent to PKF Littlejohn, the external auditors, before the beginning of July.

0524/AP2127 WoSE – suggestions for articles to be included in the next edition

Cllr McDonald reported that 1st of June is the cutoff date for any article for the next edition. Suggestions for inclusion - table tennis table, bleed kit, Erica Peagram's High Sheriff's Award. **Clerk** will send the full name and details to Cllr McDonald.

0524/AP2128 Village of the Year and Rural Community Awards 2024

Cllr McDonald thinks that SEPC should apply again in an attempt to improve on the last application. All in favour. He will see if he can find the previous application. Entries by 3rd June.

0524/AP2129 Results of WoSE 20mph speed survey and discussions of the way forward

Cllr Sullivan reported that there have been far more responses from website than in paper. Results:

In favour of whole village being 20mph – 69 agreed, 97 disagreed

In favour of 20mph on estate roads – 84 agreed, 80 disagreed.

Cllr McDonald stated that there is no way forward at this stage but it was a way to gauge the village's views.

0524/AP2130 Agenda items for the next meeting

Next Full Council Meeting – 12th June.

Internal Audit Report

S106 Meeting Report

Management of the proposed new allotments

Project Plan

Tree survey – Cllr McDonald

Colne Valley Community Energy Project

Neighbourhood Plan

All Members were asked to check their Registers of Interest at the end of the meeting, signing and dating that everything remains the same. If there are any differences they highlighted this to the **Clerk** so that she can notify BDC.

There being no further matters to discuss the Chair called the meeting to a close at 9.45pm.