

# SILVER END PARISH COUNCIL

## Minutes of the Full Council meeting held on 13<sup>th</sup> September 2023 in the Parish Council Office, Silver End Village Hall.

**Present:** Cllr Bugg (Chair,) Cllr McDonald, Cllr Bailey, Cllr Ashford, Cllr Hughes, Cllr Taylor, Cllr Sullivan, Mrs Temple (Clerk) and Cllr Playle (ECC, left after 0923/FC2015.)

0923/FC2011     **Apologies for absence:** Cllr Kelly and Cllrs Abbott and Wright (BDC.)  
**Absent without apologies:** None.

0923/FC2012     **Declarations of Interest** by Members in respect of any items on the agenda.  
Cllr Bailey - 0923/FC2023.

0923/FC2013     **Members of the public** are given an opportunity to speak at this point, however none were present.

0923/FC2014     **Minutes of the previous Full Parish Council Meeting** were agreed and signed as a true record of the meeting.  
**Clerk's Report and matters arising from the last minutes:**

- Some of the lime trees in Silver Street have been pollarded.
- CIF applications were not made as discussed at the last meeting.
- A letter was written to the Planning Inspector regarding Indaver flagrantly ignoring their conditions. The letter has been acknowledged but a formal reply has not yet been received.
- Erica Pegrum was nominated for BDC's Awards for Volunteers.
- BDC have been out for a preliminary look at the proposed sites suggested for 3 new dog bins. They are happy with 2 of them but think that the one by the Redrow site could cause issues as they would be unable to pull off the road, forcing traffic into the oncoming road. They also need confirmation of permission from the landowners/neighbouring residents to ensure that they are happy for installation. If they complain then they must be removed. The **Clerk** will write to Bowers Hall re the Western Arms one, Redrow and **Cllr Ashford** will notify the Clerk of the addresses in Daniel Way.
- As requested, the Clerk wrote to the surgery, copying in the Primary Care Trust, regarding the unclaimed S106 monies for Silver End. There has been no response.
- The Clerk wrote again to residents of Green Mews to update them on the works that she has done on their behalf. No response.
- A response has been received regarding the 20's Plenty Scheme. The **Clerk** will make this an agenda item for the meeting in October, **sending a copy** of the email to all.
- Enforcement was requested via the North Essex Parking Partnership – no response yet - regarding the disregard of no-parking cones whilst the road works were carried out on Western Road. The **Clerk** commented that the area is an issue even when the road works are not present.
- ECC have confirmed that the hedging on the corner of Boadway/Runnacles Street has been cut back.
- Cllr Ashford sent the a photo of an Eastlight van parked illegally and asked the **Clerk** to liaise with her contact.
- Youth shelter bench broken and bus shelter window smashed – both reported.
- Noticeboard installed and older one repaired – with thanks to Cllr Bugg.
- Meeting with Rick Sargeant in the Memorial Gardens on 8/9 at 10am. **Clerk and Chair** to attend.
- Issues with replacement of ECC benches continue. They have asked **Cllr Bailey** to fix the benches into a tarmac base, although they cannot advise him what fixings to use that actually work. Currently at stalemate.

0923/FC2015     **Report from District/County Councillors**

Cllr Playle (ECC) reported:

- Waste Strategy produced yesterday – 13 district and borough councils. How waste is collected and disposed of. Statutory requirement for next 30 years, waste to be reduced by 2050. Proposals to reduce landfill. Stubborn 10% that needs to be considered – incineration is not explicit and no mention of IWMF. If **SEPC** have questions let Cllr Playle know. PH questions whether the 10% would be eligible for incineration.
- Pot holes – 2<sup>nd</sup> allocation. Awaiting update of 1<sup>st</sup> tranche but this should happen shortly. **Notify him** of any additional issues.
- Rural verges – Silver End due mid-October.
- RAAC – Alec Hunter had 2 rooms affected.
- A120 night closure – Marks Farm to Marks Tey, 8pm-6am for re-surfacing. Early Oct – Jan 24. Weeks nights only.

Cllr Playle was thanked for this attendance and his report. The Chair opened the floor to questions:

KM – dropped kerbs – Cllr Playle will raise this at next LHP meeting.

KM – Permissive Right of Way to rear of Redrow disappeared. Cllr Playle commented that this is at the discretion of landowners but he will investigate to see if the public should be notified and if the closure is permanent.

Cllr Playle left the meeting at this point.

In his absence Cllr Abbott asked the Clerk to make the following report, on his behalf:

- “Memorial Garden paths - we checked on the work to date and asked BDC about this and they said more would be done when funds allowed. We said to BDC that the worst area remains untouched. Cllr Bailey added that it has become more of a trip hazard now and some of the slabs have been broken.
- Green bins - BDC has said that about 7,000 residents have expressed interested in paying for garden waste collections when the new system starts in spring 2024. Given that there are 65,000 households in the district and that currently 88% of those use the current green bin system paid for via council tax, clearly and as expected, the recycling rate of garden waste via collection is going to crash. We have asked if BDC could consider at least keeping those vulnerable residents with assisted collections on the system without the extra charge.
- Cllr Wright asked at the BDC Full Council meeting of 4<sup>th</sup> September about the timetable for the Conservation Area Guide - which already appears to be slipping.
- At the Full Council meeting the I&G Group proposed a motion about maintaining a balanced budget at BDC whilst ensuring a fairness of investment between urban and rural areas. James raised the need for the Silver End GP Surgery expansion to progress. The Motion was agreed by majority vote.
- We have continued to press ECC and Eastlight to deal with overgrown hedges (alongside the parish council and residents doing so) and pleased to see that some of the worst ones have been done recently.
- We are seeking to help 2 local groups with further grant funding via the BDC councillor community grant and the capital grant bid schemes. Always keen to assist with more if we can - groups can contact us and we can supply application forms.
- Residents continue to raise concerns about the number of roadworks that have been ongoing for months in the Silver End and Cressing areas. Whilst of course works need doing, it is the concentration of them all at the same time leading to congestion and complaints. Cressing PC has written to ECC about this, as have we. The response from ECC we got was detailed and helpful but did not appear to show understanding of so many roadworks all at the same time. Cllr Ashford asked the **Clerk** to write to ECC too, stating that Polecat Road, Shardloes Lane and Links Rd have all shut for at least 3 months and the end date now extended to 28/9. Why? They are public roads that should be open. What is the justification?
- The new proposed Essex Waste Strategy is out to consultation from today until 22<sup>nd</sup> November. Cllr Abbott will be interviewed on BBC Essex radio today about it. A major concern is that the Rivenhall Airfield site will become a major centre in Essex for waste burning and that ECC does not appear to have the resources to achieve its recycling targets. As things stand now, based on the draft strategy details, about half of all Essex domestic waste would be incinerated.
- Keen to take part in any further meetings with BDC on s106 monies and the need for BDC to progress this soon.
- We note from your discussions at last meeting, a renewed bid for wider 20mph limits in the village. We as District Councillors would support that bid.”

0923/FC2016 **Planning Applications – agreed via email communication since the last meeting. Only objections or formal comments noted.**

None.

**Any large Planning Applications or Applications received after agenda was set**

None.

**Applications received after the agenda was set.**

**Application No:** 23/02118/FUL Old Slaughterhouse, Boars Tye Road

Demolition of existing office premises for the construction of 9 dwellings

Objections:

This is an historic building, integral to the history of Silver End.

Another proposal that falls outside of the village envelope.

Consideration needs to be given to the potential for more vehicles to enter what is already a dangerous road. The 30mph must be extended.

It was agreed that **Members** have until next Wednesday 20<sup>th</sup> September, to respond, allowing them time to review the documents.

0923/FC2017 **Correspondence – not already included in the Clerk’s report**

Cllr McDonald continues to forward information to all Members regarding the pylons.

Indaver – the IWMF Liaison Group Meeting has been re-scheduled to 5/10 at 11am. Cllr McDonald is to attend.

ECC – free Local Climate Engagement training event, 27/9 16.00-18.00. Hybrid event with only 30 spaces in person at County Hall.

EALC – Food Support and Winter Warmth funding on behalf of ECC. Up to £4k for food support and £1k for winter warmth essentials. All grants must be spent by 31/3/24. The Clerk has approached Leila Hobart who is looking into making an application for the Youth Club.

BDC – Rural England Prosperity Fund – funding window now open for businesses and community groups in rural areas. £10-50k capital funding to support rural economy on projects completing before March 2025.

EALC – Essex Waste Partnerships Waste Strategy for Essex. Public Consultation starts from today for 10 weeks. **Clerk** to send details to all. **Agenda item** for October.

0923/FC2018 **Reports from Silver End Councillors – Meetings/activities**

Cllrs Ashford and Taylor attended the Francis Henry Crittall Trust meeting. They would like to offer £2k for the 100<sup>th</sup> anniversary. All agreed that this was very generous and that the **Clerk** should send bank details to Cllr Ashford. A letter from FHCT will be required to allow for money to be earmarked specifically for the 100th. New outside gym equipment was discussed

and a position agreed – on north fence line, along the boundary. Very keen to see something happen. Cllr Bailey suggested that all residents affected are written to but the **Clerk** suggested that BDC are spoken to first, particularly re S106.

Cllrs McDonald and Bugg attended the 100<sup>th</sup> anniversary meeting held last night. 8 people turned up again. A theme suggested of past, present and future. Asked the school to design a new logo for the event. Steam Fair cannot confirm until 18 months before. Hall of Fame to residents that have contributed to the village. Village choir been asked to reform for the event. Steam traction engine possible and also vintage buses and vintage cars. SEPC will take the lead. £2k has been offered by FHCT and £900 remains with SEHS from the 90<sup>th</sup> celebrations. **30/1 next meeting.**

Cllr Hughes reported on RCCE's 'Helping Communities Deliver Net Zero' event. Very interesting event.

Cllrs Bugg and Bailey reported on a meeting with Miles Keeble and Dan Gray from Silver End FC to discuss the floodlights. Positive meeting. SEFC don't want to take them on. Agreed to leave them until they stop working unless BDC admit ownership or some grant money is available.

#### **ECC/BDC Reports**

Light on roundabout still out – **Clerk** to report again.

#### 0923/FC2019 **Finance**

##### **Bank reconciliations to 31<sup>st</sup> August 2023**

The Clerk presented the reconciliations which were agreed, in line with 'Payments to be made' from the last meeting. These were then signed by the Chair of the meeting, and the Clerk as the RFO.

##### **Payments to be made:**

Rialtas (Financial software) – without VAT	767.13	Office service charge	40.00
Printer ink – without VAT	8.32	PKF Littlejohn – without VAT	315.00
Stamps – Clerk's exps	14.80	Eastlight DD (garage rental)	58.41
Essex Pension Fund	532.73	Memorial Gardens contractor	462.00
Talk Talk DD (Broadband and phone)	49.62	BDC DD (Waste contract)	111.17
Salaries (September)	2840.88	A Bugg – stationary/fixings	4.50
Rialtas budget training (Clerk)	120.00	Tiptree Meals (15/9)	122.00
Rialtas ear marked reserve training (Clerk)	120.00	Tiptree Meals (29/9)	102.00

All agreed.

##### **Conclusion of Audit 2022/23**

The external audit has been completed by PKF Littlejohn and returned with no comments of concern or notes made. As required the Notice of Conclusion has been placed on the website for all to access.

##### **Consideration to be given to the Clerk attending budget training on the new Rialtas Software**

To be held virtually on 21<sup>st</sup> September to cover budgets and ear marked reserves - £120 per course x 2. Cllr Hughes proposed the Clerk's attendance with Cllr McDonald acting as second. All in favour at a vote.

##### **Consideration to be given to the application of a new debit card for agreed purchases**

As discussed briefly at the last meeting the **Clerk** has suggested that a debit card be applied for to cover purchases of petty cash type items and subscriptions rather than the Clerk paying for them and then having to re-imburse herself. Cllr Ashford proposed that a card be ordered for smaller items, up to a max of £100 and supported by receipts, to then be minuted at the next meeting. In addition he proposed that larger purchases, such as admin/amenity items can be purchased using the card, but only with agreement of payment in advance – this can be an amount greater than £100. In an emergency prior agreement can be made via email and then minuted at the next meeting. Cllr Bailey acted as second, no further proposals and all agreed at a vote.

The application form will be signed in accordance with the bank mandate but the card will not be used until after the **next meeting**. The Financial Regulations will be amended to accommodate this addition.

##### **Agreement sought to move Broadband/phone providers due to reduce the current cost**

Provision is currently made by Talk Talk with monthly costs of £55-60.

Cllr McDonald proposed that the contract is moved to BT for a monthly cost of £27.95 (exc. VAT) with calls paid for in addition. Cllr Ashford acted as second. No further proposals and all agreed at a vote.

#### 0923/FC2020 **Silver End Parish Plan 2008/11**

Cllr McDonald asked whether the plan needs to be updated? It could help SEPC to allocate money from S106 as the need could be evidenced. Cllr Ashford agreed that it could be very useful but that without help it would be too much work for SEPC to take on. The **Clerk** was asked to contact RCCE about finance and support.

#### 0923/FC2021 **Consideration to be given to BDC's proposals following a meeting regarding S106 monies for Silver End**

All Members have received a copy of Sarah Burder's (BDC) following the meeting on 22<sup>nd</sup> June.

Items raised by BDC for SEPC:

- **Cllr Bailey** will organise the power washing of the hand print tiles – in November – will let everyone know when, for their assistance.
- **Clerk** to write to the Academy regarding communal use of the football pitch and swimming pool.
- **Clerk and Chair** will speak to Rick Sargeant at the Memorial Gardens Meeting on Monday about the table tennis licence.

The **Clerk** has been in touch with Sarah Burder to suggest a follow up meeting to be held on 6<sup>th</sup> or 7<sup>th</sup> November but has not received a response yet. She has also raised the matter of ownership of the floodlights.

#### 0923/FC2022 **Formulation of a core list for funding opportunities to be spent in the village**

The Clerk confirmed that a minimum of 2 quotes are required for grants.

As the Parish External Funding representatives, **Cllrs McDonald and Bugg** will meet for an initial meeting to then report back to the **Clerk** to put back on the agenda.

0923/FC2023    **Consideration to be given to extend SEPC's area of responsibility within the Memorial Gardens – contractor's quote**

The Clerk gave a copy of the contractor's quote to all present - £572 per month in addition to £462 currently paid.

BDC pay £4366pa at the moment (equating to 364pm.) **Clerk** to speak to BDC about the any potential increase for taking on more Of the maintenance.

Cllr McDonald added that there are grants available, but it is uncertain whether these are for capital projects or whether they could be used for longer term projects such as ongoing maintenance.

Cllr Ashford proposed that the **Clerk** approach BDC to see whether they will relinquish the maintenance and pay something additional. Cllr McDonald to look into funding streams. Cllr Taylor acted as second. No further proposals and all agreed at a vote.

0923/FC2024    **Agenda items for the next meeting**

Next Full Council Meeting – 11<sup>th</sup> October.

Update of Financial Regulations.

20mph limit throughout Silver End.

Replacement beech trees for the Memorial Gardens perimeter – Cllr Bailey

Memorial Gardens – extension of SEPC's responsibility – if BDC have responded

Essex Waste Strategy Consultation

Project Plan

There being no further matters to discuss the Chair called the meeting to a close at 22.10 pm.