

SILVER END PARISH COUNCIL

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

Present: Cllr Bugg (Chair), Cllr McDonald, Cllr Bailey, Cllr Ashford, Cllr Hughes, Cllr Kelly, Cllr Taylor, Cllr Sullivan, Mrs Temple (Clerk,) Cllr Abbott (BDC, left after 0723/FC1987,) Cllr Playle (ECC, left after 0723/FC1981) and 2 members of the public, one left after 0723/FC1987.)

0723/F19777 **Apologies for absence:** Cllr Wright (BDC.)
Absent without apologies: None.

Registers of Interest were handed to the Clerk by Cllrs Taylor and Sullivan, along with a new form from Cllr Bailey, as requested by BDC. **Clerk** to send these to the Electoral Officer at BDC.

0723/FC1978 **Declarations of Interest** by Members in respect of any items on the agenda. None offered.

0723/FC1979 **Members of the public** are given an opportunity to speak, one declined but the other is the resident from Wood Way whose previous planning application was refused. He stated that a new application has been made, 23/01638/HH, but has not reached the Clerk yet. Once received it will be sent to Members for comments/objections. The applicant is hopeful of SEPC's support.

The Chair thanked him for his attendance.

0723/FC1980 **Minutes of the previous Full Parish Council Meeting** were agreed and signed as a true record of the meeting, taking into account the following amendment:

KM – Clerk's report should read 'notify Matt Lawday'.

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

- The **Clerk** has notified Eastlight of the cars parking on the Broadway green that she has witnessed. Ideally information from other Members would be very helpful (Cllrs reported that the white Kia is regularly parked there, including at 5am this morning.) The overgrown hedge in Silver Street, overhanging the entrance to the village hall field, has also been cut back now.
- BDC have been chased again about repair of the window in the SEPC toilet. She has also asked where the exact coverage is for the CCTV by the side of the village hall and requested the installation of 'No Ball Game' signs.
- A list of outstanding issues was sent to Bryan Wheeler, Joscelyne Chase, regarding the Co-op site:
 - Access of CCTV footage is an ongoing issue that he continues to chase. He feels that the Co-op can be reluctant to release footage.
 - He believes that BDC removed the benches but has not established why or where they are. With current finances they are unable to consider replacing them.
 - They are trying to find a solution to the lighting issues that does not involve digging up the car park.
 - He has asked the groundworkers to investigate the overgrown hedge by the surgery.
 - They have previously liaised with the Green Mews residents regarding ASB, stating that they should deal directly with the police.
 - He is reluctant to install 'No Ball Games' signs as in his experience they do not deter the behaviour. He will however contact the freeholder.
- A response was sent to the Residents of Green Mews as agreed at the last meeting. Now that there is a response from Joscelyne Chase, the **Clerk** will contact them again to update them.
- Report following the initial 100th anniversary meeting was sent to all organisations. **The Clerk** has diarised a reminder of the next meeting on 12th September at 7.30pm, in the SEPC office.
- The Clerk ordered the noticeboard as agreed at the last meeting (0623/FC1971) which has since been delivered. Judy Hill has asked to be notified when she can start putting notices up again. **Clerk** to make contact but remind her that hers has not been damaged.
- Discussions have been held with Richard Bass, BDC, regarding dog bins:
 - Additional or relocated bins could be installed dependant on the location. Approval from residents is needed if near to private homes or on Eastlight land.
 - BDC cannot help with costs but would empty them, assuming the locations are known and inspected for access. What3words are needed for suggested locations for them to then inspect. **Cllr Ashford** will notify these to the Clerk.
 - BDC could provide and install bins for £215.84 (+VAT) but if SEPC purchase individually they must be the same design/make as BDC use to ensure that the keys and bags fit. **Agenda item** for next month to agree purchase and installation of 3 bins from BDC.
- Cllr Taylor has spoken to a local printing company regarding the banners agreed at the last meeting (0623/FC1975.) They have quoted £55 (+VAT) for each and he will therefore order them and provide the Clerk with an invoice. The wording and design was agreed and the **Clerk** will send him the SEPC logo. **Cllr Taylor** will then order.

- All financial information requested has been sent to Rialtas to allow them to set up the new financial software package. Virtual training for the **Clerk** is booked for 31st July.
- A photo was taken of the new defib at the Western Arms. Representatives from Redrow, Sanctuary, Western Arms, along with Cllrs Bugg, McDonald and the Clerk were present. Cllr McDonald wrote a piece for WoSE to accompany the photo, kindly taken by his wife, Christa McDonald. **The Clerk** will send a copy of the magazine to both Redrow and Sanctuary.
- Cllr Abbott contacted BDC about the overgrown limes in Silver Street to ask them to cut them back as they are blocking the footpath. The reply was that they are not in a position to undertake the work and that the matter should be referred back to ECC on the grounds of footpath obstruction. They suggested that SEPC could engage local volunteers or fund a third party to carry out the work. Both Cllr Abbott and the Clerk have reported this to ECC. Cllrs Bailey and Bugg suggested a working group but the issue of public liability and disposal is not known at this stage. Cllr Bugg reported an accident in the last week or so whereby a Silver Street resident reversed her car from her drive but her visibility was hindered due to the low growth of the trees. She hit a passing motorcyclist from his bike. He was cut and bruised and both were understandably shaken. **The Clerk** will report this to ECC again (along with other councillors) and Cllr Abbott has raised the question of public liability/risk assessments/debris removal with Paul Partridge from BDC.

0723/FC1981 **Report from District/County Councillors**

Cllr Abbott (BDC) reported:

- BDC have agreed committee positions and he is back on the local planning comm.
- Cabinet agreed the charging for the green bins although he feels that it shouldn't have happened. A charge of £55pa will be charged for the service from April 2024 although there will be some discretions. He is concerned about the cost pressure on households and also what will happen to the unused bins and to the green waste that is no longer being collected.
- Redrow – vegetation clearance expected, although it is a bad time of year to be carried out.
- Factory site discussions ongoing
- S106 – BDC Full Council next week which will allow members to raise issues in their wards.
- Paul Partridge – approached re 3rd party liability for PCs carrying out work on BDC/ECC land.
- Eastlight – walkway at Magdalene Cres – he will investigate if work has been completed to clear. Ongoing behind Grooms Lane.
- Pylon and Indaver consultations are both live now – last abnormal load today from Indaver.

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

Cllr Playle (ECC) reported:

- Thanks to Members for pot hole suggestions, many in Silver End which should be repaired shortly. New round at the beginning of September.
- Highways Liaison officer visit – junction of Silver Street/Broadway – where Give Way sign has gone, was discussed, whether it needs to be replaced. Councillors agreed that it absolutely does, especially due to speed of traffic to junction.
- Consultations are live re pylons and Indaver.
- Consultation for vehicle charging.
- Details of revised drawings on School Road re 20mph signage– he has sent a copy of the plans to the Clerk.
- Speed surveys – lack of funding limits councillors to 2 speed surveys for the year – he has 6 so far.
- Raised kerbs – a lot of them were removed from LHP due to most buses being able to lower for access.

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

KM – question to Cllr Playle regarding dropped kerbs that have been removed from the LHP list. Cllr Playle will look into this.

KM – question to Cllr Abbott about hedges on Western Rd encroaching onto the path. Cllr Abbott is aware and will chase.

KM – question to Cllr Abbott asking if it is possible to have visibility strips put on step, by the ramp, entering the village hall.

Cllr Playle was thanked for his attendance and left the meeting at this point.

0723/FC1982 **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

Planning Application: 23/01563/HH 22 Dowsett Drive

Retention of outbuilding

No objections.

0723/FC1983 **Correspondence – not already included in the Clerk's report**

Helen Thomson, L/Club Supervisor – last booked session for the Luncheon Club is this Friday 14th July, restarting on 15th September. Has asked if it is possible to hold a summer get together as they have done in previous years. She has suggested the 18th August (25th as a backup.) Cllr Bailey proposed the event goes ahead on either date with a budget of £60 from SEPC. Cllr Bugg stood as second. No further proposals and therefore a vote was called: All in favour and therefore carried. **The Clerk** will confirm this to Helen Thomson after booking the hall for either date.

Amenities staff – both notified the Clerk that the **hopscotch equipment** in the Memorial Gardens play area has been damaged. BDC have been notified and they are considering the best way to repair/replace. Cllr Bailey believes it is more an issue that the weather and the poor integrity of the original structure have caused the issue, rather than vandalism.

Rivenhall Liaison Comm – minutes of the last meeting were forwarded to all.

Cllr McDonald – updates re pylons sent to all.

Member of the Public – complained about how long the grass had got on the village hall field and the verges. The Clerk contacted BDC who stated that the cut had been delayed as the field has been re-seeded. The cut has now taken place.

Silver End WI – sent thanks to SEPC and Greta Tew for the donation of £60 following the internal audit. The Clerk has passed this onto Mrs Tew, including thanks for her time from the parish council.

Carol Clayman, ECC – details of Food Waste Recycling Project that has seen an increase of 5%.

Indaver – last piling rig left site today.

BDC – Consultation – unmet demand survey of taxi and private hire services in Braintree District. Online survey open until 31/7.

Indaver – Consultation regarding extension of the electrical generating capacity of the site – 28th June – 23rd August. Poster to be placed on noticeboards, of public events, Silver End is on Monday 31st July, 9am to 12pm. This has been added to the website.

0723/FC1984 **Reports from Silver End Councillors – Meetings/activities**

Cllr Ashford has fitted a second lock to the multi sports court and passed the combination number to the Clerk. Aims to try to patch up the hole in the fence. Has purchased his own battery powered hoover and will use it to hoover up the broken glass.

Cllr Bailey had a discussion with the tennis club about using the courts. It was claimed that they are in regular use. To use them would involve an annual charge of £20pa. stating that the money is used towards the formal agreement they have with BDC.

Cllr McDonald reported on the BALC Exec comm meeting. LHP do not have enough money and items have been removed from the list. EALC – pushing training to increase funds.

WoSE – Cllrs Bugg and McDonald met with Sam Redmond to finalise before sending copy to the printers. Delivery this weekend.

Cllr Bugg and the Clerk met with Rick Sargeant from BDC for the quarterly review in the Memorial Gardens. The following was raised:

- The trees behind the tea house were identified and need to be dealt with by Landscape Services due to the height of the work required.
- The pavilion was viewed and Rick entered the building, taking photos to evidence its poor state of repair, inside and out. He will pass these onto his colleagues.
- 2 of the waste bins are loose but these have now been fixed.
- BDC will remove the bamboo in the autumn and this will be discussed in more detail at the next meeting on 18/9.
- The licence for the table tennis table has been chased.

Cllr Kelly - surgery have made applications for grants. Open day held with a drawing competition that he judged. Still chasing big finances and aims to encourage other parishes to get involved.

ECC/BDC Reports

SEPC's additional refuse truck was booked for 8/7. Cllr Bugg asked the **Clerk** to thank the team for their kind assistance in helping residents.

0723/FC1985 **Finance**

Payments made since the last meeting:

WI donation (re the internal audit)	60.00	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 th June)	122.00	Tiptree Meals (30 th June)	127.00
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
Earth Anchors – noticeboard	579.60		
VAT and delivery			

Payments to be made:

Office service charge	40.00	Printer ink	13.99
Petty cash	13.99	Memorial Gardens contractor	462.00
Essex Pension Fund	532.73	Tiptree Meals (14 th July)	137.00
L/Club summer picnic	60.00	L Hobart (website update 3yrs Wix hosts)	1936.00
RCCE (annual membership)	105.60	Defib service	154.80
Refuse truck (8/7)	261.25	Speedprint (WoSE)	652.00
HMRC Q2 (Direct Debit)	1524.52		

The Clerk confirmed that instead of the quarterly BACS payments to HMRC for PAYE and NI payments she is now required to give instructions for direct debit payments to be made. This was effective from 5th July and she receives notifications in advance of payments being taken.

All agreed.

Bank Balances

Current Account	£ 5,934.07
Deposit Account	£ 57,000.00

External Audit 2022.23

The Clerk confirmed that the audit was sent to PKF Littlejohn on 19/6 and that the Notice of Exercise of Public Rights (19/6 – 28/7) has been published on the website, as required by law, along with the AGAR, sections 1 & 2.

0723/FC1986 **Website – consideration of proposal for Leila Hobart (webmaster) to update the website, including related costs**

Following discussions at the last meeting (0623/FC1965) Leila Hobart has sent an estimated quote of £1720.00 to create a new site, using Wix, which would cost an estimated £160pa to host (2 years.) She suggests a total of 9 pages are needed. The Clerk confirmed that costs should fall within the administration budgetary heading but if needed there is £1200 in the electricity heading which is higher than required now that the floodlights have been transferred to the football club. This could be a virement if needed, albeit unlikely.

Cllr Bailey proposed the website upgrade, in line with Leila Hobart's quote with Cllr Ashford acting as second. There were no further proposals and therefore a vote was called with all in favour, so carried.

The Clerk will liaise with Leila to get the upgrade moving forwards as soon as possible.

0723/FC1987 **Report and update following a meeting with BDC to consider ideas on how best to spend S106 monies in the village** - including discussion regarding the proposed future of the multi-sports court.

A meeting was held on 22nd June, hosted by BDC Officers Sarah Burder and Neil Jones. BDC councillors Abbott and Wright were in attendance with Cllrs Bugg, McDonald, Ashford and the Clerk on behalf of SEPC.

Exploratory meeting at this stage for them to gain an understanding of how the parish works and the PC within it. More meetings will follow. Many projects were discussed as ways to allocate the funds that have already been received and future monies to come. They have gone away to consider items that they will then bring back to SEPC for consideration. Matters for them to consider initially are:

- Potentially there is S106 monies available to renew the fencing and accessibility to the tennis and multi sports court but they need to speak to the Tennis Club first, as there appears to be no contract in place to have allowed them sole use in the past. For the time being they asked SEPC to secure the multi sports court and await further instruction.
- The pavilion was viewed to evidence current poor use, including what looks to be drug paraphernalia. Both Sarah and Neil agreed that the site is unsafe and it's future must be considered, agreeing that the most likely scenario would be its removal/demolition.
- Sarah Burder asked the Clerk to send the quote from John Bailey for installation of the tennis table tennis. She believes that this cost can be covered by S106 monies.

Cllr Ashford commented that he is very disappointed that nothing has happened since the meeting and Cllr Abbott and the Clerk confirmed that they have heard nothing either. If the delay continues Cllr Abbott can make a capital bid regarding the multi sports court but this won't be available until 24/25. In the meantime he will contact BDC to ask if there is S106 money in BDC budget for 23/24 as this would be quicker. **The Clerk** will also ask for an update and a timeline.

Cllr Abbott and one Member of the Public left the meeting at this point.

0723/FC1988 **EALC courses for new councillors – agreement of attendance and to cost**

The 3 new councillors agreed that they would prefer to learn 'on the job' from the experience of the other councillors. The general feeling was that the courses are long and expensive.

0723/FC1989 **Positions available following the co-option of new councillors**

The Clerk gave a copy of the list to Cllr Sullivan and will email a copy to Cllr Taylor.

0723/FC1990 **Project Plan – quarterly review**

The Clerk provided everyone present with an updated copy of the Project Plan.

Cllr Bailey asked **the Clerk** to send him contact details for Olive Cowell at ECC to discuss the fixings for the benches.

The Clerk was asked to check that the village hall is booked for the Christmas event.

Gateway sign – Clerk asked to approach Sanctuary to see if they would be prepared to donate a new gateway sign.

Clerk to amend raised kerbs to dropped kerbs.

0723/FC1991 **Donation to Silver End Academy PTA. Consideration to be given to request for a donation towards the repair of the Academy's swimming pool**

Following a delay, the PTA have been back in touch, requesting consideration be given to a donation of £1k towards getting the pool up and running once more.

To make it useable the cost will be around £14/15k. They applied for CIF funding last year but were unsuccessful.

Once the pool is operating they plan to cover the annual maintenance costs by renting the pool to other schools, saving approx. £1k pa on the costs of travelling to an alternative pool themselves. They are waiting for the trust to confirm how much, if anything they will be contributing to the pool. A local resident has expressed a desire to make investments in the pool to ensure that it can be open in the evenings/weekends/holidays for public access. The PTA are investing all of their profits into the project and a local business owner has invested £1k.

Members raised the following:

- PH – If only available to children can we justify spending public funds if only for a limited number. Unlikely to be open to the public as it would need a caretaker to open for use of toilets etc. Are we legitimate in donating unless on the condition that it is available to the public?
- IA – when he and CT were on FOSES it used to cost 4k to maintain annually. School did not contribute so FOSES funded it all. Access to the public was denied as a caretaker would be needed and therefore costly. Has been done since for lessons but he doesn't know the details. Feel that the initial costs seem expensive, but the pool means a lot to many of

the villagers as there was massive fundraising locally and people feel they have some ownership. He questioned the current PTA's use of funds.

- JK – is the pool going to be used for education or leisure? If open to public it will be on a business basis. Increase in traffic. Doesn't feel it is appropriate.
- CT – academy would only pay for one year group, FOSES had to pay for the rest. Too many rules prohibited opening to the public.
- IA – other children within the same academy were bussed in to use the pool and this is suggested to happen again. This saves money for the academy but they are not committing any money at this stage.
- PH – thoroughly approves of children swimming.
- KM – part of the curriculum but not helping the children of the village by not helping them to enjoy the swimming pool.
- JB – agrees with KM and that finances of the academy are not perfectly run. Any donation would be from the village residents and should be done so on the basis of matched funding.
- JK – if swimming is part of the curriculum should the school not fund?
- IA – if we want to keep the pool we will need to put the money in.

Cllr Bailey proposed that a £1k donation be made with the conditions – that the Academy match fund (evidence to be provided) and that the donation is not released until evidence is provided that the money is spent for the express purpose of repairing the pool by the end of the school year 2023/4. Cllr Ashford acted as second. With no further proposals a vote was held with 6 in favour and 2 abstentions, therefore carried.

The Clerk will contact the PTA and explain the above and the conditions to ensure that public money is spent correctly and is evidenced.

0723/FC1992 **Community Initiative Fund – consideration to be given to potential projects**

Cllr McDonald has looked into the funding and it is for SEPC to decide what, if anything they want to apply for funding for. Suggestions of applications were for a new SID, the Torii Arch and additional hand print tiles for the Memorial Gardens. **Cllrs Bailey and Ashford** will provide details to allow the **Clerk** to apply by 18th August.

0723/FC1993 **Agenda items for the next meeting**

Next Full Council Meeting – 9th August.

No additional items, other than those detailed in these minutes.

There being no further matters to discuss the Chair called the meeting to a close at 21.55pm.