

# Shotgate Parish Council



Chairman: Keith Allen

Vice Chairman: Peter Vickers

MINUTES OF THE MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE, ON TUESDAY 12<sup>TH</sup> APRIL 2016 AT 7.30 P.M.

## **PRESENT:**

Councillors: K. Allen, P. Vickers, D. Harrison, G. Fanthorpe, M. Biddle, J. Woolf and M. McClenaghan

## **ALSO PRESENT:**

Shotgate Parish Clerk – Georgina Bassett  
3 Members of the Public

## **59/16 APOLOGIES FOR ABSENCE:**

Apologies for late attendance received from Cllr. Harrison and non attendance - Cllr. Mowe – Basildon Borough Council.

## **60/16 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Meeting of Shotgate Parish Council held on Tuesday 8<sup>th</sup> March, 2016 were received and approved as an accurate record. Proposed by Cllr. Vickers and seconded by Cllr. Fanthorpe – **agreed**.

## **61/16 DECLARATIONS OF MEMBERS' INTERESTS:**

No declarations of interest received by members on any agenda items.

## **62/16 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:**

Questions raised from the public:

- (i) Alicia Avenue – issue of ball games at the green, unpleasant language, fireworks etc. during the day and later in the evening. Raised several months ago and in the newsletter. Review for next newsletter and contact for Basildon to follow up on a previous complaint from the Parish Council and residents.
- (ii) Concern from residents about the development of 400 plus houses within the parish.
- (iii) Repairs required Fence at the side of the road in the middle of Manston Park behind the ground there. Street lights bulb to be changed.

**Cllr. Harrison arrived 7.45 p.m.**

## **63/16 FINANCE:**

- (i) The March bank statements were reconciled. Proposed by Cllr. Vickers and seconded by Cllr. Allen – **agreed**.
- (ii) The payment of the following were **agreed**. Proposed by Cllr. Vickers and seconded by Cllr. Woolf.

Clerk/Responsible Financial Officer April 2016 salary/expenses	£ 780.00
Purchase of Queen's 90 <sup>th</sup> Birthday card	£ 6.50
Tailored Training on Monday 11 <sup>th</sup> April at 7.00 p.m. (plus mileage extra)	£ 260.00
SLCC annual membership 2016 ½ with Ramsden Crays	£ 167.00
EALC/NALC annual membership	£ 612.02
Dolphin Print – newsletter	£ 65.00

No further update on new members applications with Barclays Bank.

Barclays Bank account at £30,482.10 and Co-operative bank account figures of £1,888.12 were finalised with the bank statement up to 31<sup>st</sup> March, 2016.

#### 64/16 PLANNING APPLICATIONS:

**Application:**

**Application No: 16/00245/FULL.** Erect first floor side extension over garage and roof dormer in the western plank roof slope (amended proposal).

**Location:** 16 Bruce Grove, Shotgate, Wickford, Essex.

No objection.

**Application No: 16/00373/FULL.** Erect two storey side extension.

**Location:** 41 Alicia Avenue, Shotgate, Wickford, Essex.

No objection.

**Application No: 16/00254/PDA.** Removal of an existing extension and the construction of a single storey rear extension, extending 4.0 metres beyond the rear wall of the original dwelling, with a maximum height of 3.0 metres and an eaves height of 3.00 metres.

**Location:** 33 Second Avenue, Shotgate, Wickford, Essex.

Noted.

**Decisions:**

**Application No: 15/01325/NMABAS.** Amendment to approved plans for two new self contained flats (planning application no. 14/00387/FULL).

**Location:** Bakers Court, Hodgson Way, Shotgate, Wickford, Essex.

The consultation on the Hovefields and Honiley Neighbourhood Area and the Hovefields and Honiley Neighbourhood Forum were reviewed. It was decided not to comment.

The consultation on review of Essex Parking Standards, Design and Good Practice 2016 and associated Strategic Environmental Assessment and Sustainability Appraisal was reviewed for a response by Friday 13<sup>th</sup> May, 2016. It was decided not to comment.

#### 65/16 INTERNAL AUDIT 2015/16

The comments from the newly appointed internal auditor were considered for any areas for review/amendment.

Overall the parish council pleased with the internal audit and review with projects particularly in the future.

#### 66/16 ANNUAL RETURN FOR THE YEAR ENDING 31 MARCH 2016:

- (i) Section 1 of the Annual Return – Annual Governance Statement was proposed by Cllr. Vickers and seconded by Cllr. Woolf to complete and sign - **agreed**.
- (ii) Section 2 of the Annual Return – Accounts was proposed by Cllr. Vickers and seconded by Cllr. Fanthorpe to complete and sign - **agreed**.
- (iii) All other documentation was **agreed** for completion and signed where necessary for return to the auditors as per the specific requirements within the Annual Return. Proposed by Cllr. Vickers and seconded by Cllr. Fanthorpe – **agreed**.
- (iv) The date of notice for inspection of accounting records to be displayed for the financial year was confirmed for early June.

#### 67/16 PROJECTS/POLICIES UNDER REVIEW WITHIN SHOTGATE PARISH COUNCIL:

- (i) Updates were noted of the meeting at Bawdsey Path with Cllr. Allen, the suppliers and Basildon regarding
  - (a) precise location of installation;
  - (b) the footpath to be laid due to waterlog to entrance to the park area at Bawdsey Path was confirmed;
  - (c) installation has started in Bawdsey Path, further updates for installation are expected shortly;
  - (d) the signs for the park were noted and it was proposed by Cllr. Woolf and seconded by Cllr. Biddle to accept for all three areas; and
  - (e) costings or online receipt from Basildon of monthly copies of the safety

inspection checklists for Bawdsey and Crouch View parks after installation of the latest equipment in line with the contributions will be considered to pay Basildon at the May meeting.

- (ii) Working Party will meet shortly to report on projects within the community for the budget for 2016/17 and consider requests received from residents.
- (iii) The Working Party for a project at the area in the main park behind the MUSA for consideration for a CIF application will meet in due course.
- (iv) Shotgate Parish Council Newsletter consideration for amendment to layout, printing and distributor costings from a local company in Basildon **agreed** to defer to the May meeting.
- (v) Cllr. Vickers, Cllr. Woolf and the Parish Clerk updated members on the meeting with the representative from the Essex Community Payback unpaid work within the Parish.

Proposal put forward by Cllr. Vickers and seconded by Cllr. Allen to liaise with ECC Community Payback to arrange for clearing of leaves, grass and rubbish in the main park with Basildon's approval via a schedule for works to commence prior to the May meeting and to put forward a schedule at the May meeting for the painting of equipment in the park areas with a budget for purchase of equipment – **agreed**. A meeting to be arranged with Basildon, ECC Community Payback and the Parish Council to cover approval, risk and receipt of copy of insurance details.

- (vi) Costings, colourings for the Parish Council Minutes to be bound professionally were reviewed and it was agreed for the Clerk to recirculate and members to review for decision at the May meeting.
- (vii) No costings available to date for metal pin badges personalised with councillor names and Shotgate Parish Council and individual laminated desk names for meetings. **Agreed** to defer to the May meeting.
- (viii) An update on the Tailored Training for councillors attended on Monday 11<sup>th</sup> April at 7.00 p.m. was received. Members commented on the positivity of this.
- (ix) No update as yet from Cllr. McClenaghan on the feasibility of a Shotgate Community chat group or something similar – social media.
- (x) It was proposed by Cllr. Harrison and seconded by Cllr. Woolf that two wreaths be ordered for purchase from the Poppy Appeal Organiser as in last year for the November Remembrance Service and a representative to march at this service and one for the Parish Council memorial.

#### **68/16 ISSUES RAISED BY RESIDENTS:**

- (i) Communication from resident on parking issues on grass verges was considered particularly around Bruce Grove and Shotgate in general and suggested prevention via no parking signs were considered and will be referred to the ECC Councillors.
- (ii) Improvements requested in Manston Park on the deterioration to the pathway through Essex County Council. The cut off lamp posts in the park to be addressed and grass growing in the pathways. ECC Councillors will be enquired to assist with the request to remove the cut off lamps and consideration for the ECC Community Pay Back for clearance of the grass/foliage on the pathways.

#### **69/16 REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS:**

Members noted reports circulated on Committees, Working Party Meetings, External Meetings or representatives attending meetings on behalf of the Parish Council prior to meeting.

#### **70/16 UPDATES – CLERK:**

Members noted updates circulated prior to the meeting.

#### **71/16 BOROUGH/COUNTY COUNCILLORS' REPORT:**

No oral updates.

**72/16 ECC HIGHWAYS/BASILDON ISSUES:**

Issues raised with County and Borough Council/Councillors and if any action has been resolved:

- (i) No updates received on improvements on the hazards on the pathway at Blake Hall entrance to Manston park for repair by ECC.
- (ii) No update from the Highways Panel Meeting on 14<sup>th</sup> January the issue for yellow lines on the bend in Southend Road, both sides of the road past the post office and the care home through to the junction with the main Southend Road.
- (iii) No update received on the parking on the bend at Alicia Avenue with a request for yellow lines at this point from Cllr. Buckley.

**73/16 TO RECEIVE ANY INFORMATION FOR ABLC INFORMATION EXCHANGE:**

No agenda items for ABLC representative.

**74/16 TO NOTE CORRESPONDENCE:**

Correspondence received for circulation noted.

**75/16 DATE OF NEXT MEETING:**

The next meeting of Shotgate Parish Council will be the Annual Meeting on Tuesday 10<sup>th</sup> May, 2016 at Shotgate Baptist Church Hall, Bruce Grove, Shotgate at 7.30 p.m.

The Parish Council Meeting ended at 8.45 p.m.

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Chairman Parish Council

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Dated

YET TO BE APPROVED