

# **Shotgate Parish Council**



Chairman: Peter Vickers

Vice-Chairman: Keith Allen

MINUTES OF THE MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE, ON TUESDAY 13TH JANUARY 2015 AT 7.30 P.M.

## **PRESENT:**

Councillors: K. Allen, G. Fanthorpe, M. Hodges and E. Houghton

## **ALSO PRESENT:**

Cllr. M. Buckley

Cllr. P. Holliman

Cllr. N. Le Gresley

Clerk – Georgina Bassett

Keith Adler – Transport Representative

33 members of the public

## **01/15 APOLOGIES FOR ABSENCE:**

To receive any apologies for absence. Cllr. Vickers, Cllr. Mowe Borough Council.

## **02/15 MINUTES OF PREVIOUS MEETINGS:**

To receive and approve the minutes of the Parish Council Meeting of Shotgate Parish Council of Tuesday 9<sup>th</sup> December, 2014. Proposed by Cllr. Fanthorpe and Cllr. Allen.

## **03/15 DECLARATIONS OF MEMBERS' INTERESTS:**

To receive any declarations of interest by members on any agenda items. Allotments Cllr. Fanthorpe.

## **04/15 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:**

To receive questions from the public.

- (i) Appeal against the refusal on Nibs Bus site confusion on the barrier at Bruce Grove. Misinterpretation referred to access for Bruce Grove to the site and not to the rest of Bruce Grove. The road closure barrier is to remain as per the appeal letter in the same position. The Parish Council apologises for the confusion regarding the barrier. (Notice on the notice board re this.)  
The entrance will be Russell Gardens side of the barrier.
- (ii) Request to consider damming off Robert Way due to traffic issues.  
Transport issues route 25 – 25a have now taken place with rerouting reducing the time on this.  
Query regarding the Annual Parish Meeting date amended to March confirmed.  
The department responsible for the 7.5 tonne limit – Essex County Council confirmed.  
When will the highways regarding the markings on the roads.
- (iii) Query from resident on irresponsible dog owners not utilising the dog waste bins and request to the Parish Council to highlight and remind the public to be responsible.  
Newsletter next one.
- (iv) Member of the public asked for assistance to the exact searchlight sites. No confirmation has been available on this.
- (v) Longfield Road/corner of Lucerne Walk junction resident concerned regarding dangerous paths. Request for Essex County Council Highways to review to repair.  
Request for County Councillors to follow up.

#### **05/15 FINANCE:**

- (i) To reconcile the December bank statement. Proposed by Cllr. Harrison and Cllr. Fanthorpe – agreed.
- (ii) To consider payment:  
Clerk/Responsible Financial Officer January 2015 salary/expenses £815.47  
(include the new pay rates effective 1<sup>st</sup> January 2015)  
Storage/Archiving – Secure Box Services

To note that Ramsden Crays approved an additional course New Financial Regulations Briefing Training Course to be divided with it and Shotgate with the Clerk's Bursary for the 13<sup>th</sup> January, 2015. Noted.

Amount available at Co-operative bank account at 31.12.14. is £1,958.37 excluding interest.  
Amount available at Barclays bank account at 31.12.14 £20,328.73 excluding interest/any uncleared payments. Noted.

#### **06/15 PRECEPT/BUDGET – 2015-2016/AUDIT:**

To agree the recommendation for the precept/budget with projects received from the Working Party and broken down by Basildon Borough Council in consultation with the Parish Council of £23,174.58 for the year commencing 1<sup>st</sup> April, 2015. Two instalments to be received on 1<sup>st</sup> April 2015 and 1<sup>st</sup> October, 2015 of £11,587.29. A grant to be received in addition to this sum by Basildon Borough Council of £1,461.42. The percentage increase is 1.96% and in Band D was £18.36 2014/15 and £18.36 2015/16.

Cllr. Harrison move to be the same as the current budget £22,372.51 and seconded by Cllr. Fanthorpe – **agreed**.

Review Budget at the next Parish Council meeting Proposed by Cllr. Harrison and seconded by Cllr. Fanthorpe – agreed.

#### **07/15 AUDIT:**

Various issues to review in line with audit procedures:

- (i) To note no changes required to Data Protection and possible consideration of risk assessment for the Church Hall, Church and Conservatory and purchase of First Aid Box with book and a councillor to attend the next first aid course in April, 2015 for Health and Safety after enquiries with EALC. Defer.
- (ii) Consideration for any improvements to the notice board, 3 wooden bus shelters and the millennium sign and if necessary arrangements to implement them. Will be deferred to the next meeting.

#### **08/15 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:**

To note the follow up to the letter sent to Essex County Council regarding various issues relating to Russell Gardens and Bridge Road and the date for commencement of works during 2015 financial year.

#### **09/15 PROJECTS ONGOING/CONSIDERED WITHIN SHOTGATE PARISH:**

- (i) The Parish Council accepted the funding offer of £4,585.00 from Essex County Council towards the ornamental archway in Shotgate Park. To note the acknowledgement from ECC. The order will be requested.
- (ii) To note the date of the official opening ceremony for Manston Path/Shotgate Park scheduled for Monday 9<sup>th</sup> March, 2015. Await
- (iii) Consideration of information received for initial application to CIF Response for 30<sup>th</sup> January, 2015 and final deadline completion 27<sup>th</sup> February, 2015. Maximum funding of £15,000.00.  
Projects for consideration were:  
BMX or skateboard area in the park or pathway – memorial tree scheme.

Pathway/cycle improvements from Dollymans Farm to Wickford. To be deferred until councillors have had the opportunity to walk this pathway.

It was noted that these were not eligible for funding by ECC CIF Response.

- (iv) Consideration for goal posts for Bawdsey Path area.

#### **10/15 EMERGENCY PROCEDURES/HELPING HANDS VOLUNTEERS:**

An update on the response for the requirement of:

- (i) Helping Hands.
- (ii) Emergency Procedures and any additional volunteers for either of these projects.
- (iii) Consideration for a Community Book Swap and the opportunity to meet informally with Councillors.

Defer to after the election.

- (iv) Proposed by Cllr. Houghton for a working party to develop the youth provision/inclusion of children and young people's representation from within the local community. Defer to after the election.

#### **11/15 REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS:**

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

#### **12/15 REPORT – CLERK:**

Members noted reports/updates circulated prior to the meeting.

#### **13/15 BOROUGH/COUNTY COUNCILLORS' REPORT:**

To receive oral updates from Borough and County Councillors.

Cllr. Buckley – budget focused at County Hall. Zero increase is trying to be agreed. Additionally trying to ensure services are protected. Request to continue recycling within the Parish. (Newsletters – notice board etc.)

Cllr. Le Gresley – S106 – Bridge Road, confirmed advised there will be some movement before the end of April, 2015. Cllr. Buckley confirmed should be resolved by the end of the new financial year.

#### **14/15 ECC HIGHWAYS/BASILDON ISSUES:**

Issues raised with ECC Councillors/Basildon Borough Council/Councillors and if any action has been confirmed/resolved:

##### **To note:**

- (i) Pedestrian Crossing at Southend Road near the junction of Bakers Close. Awaiting approval of the Cabinet Member for Highways. Cllr. Buckley confirmed report back at the June meeting.
- (ii) Sign at grass verge by Community Association. Essex County Council has confirmed they will provide the sign.
- (iii) Network Rail – Basildon Borough Council pursuing through the Rail Forum/MP.
- (iv) Second Avenue – Basildon Borough Council/Highways have been requested to assist with the issues raised at the October meeting for improvements to the road.

##### **Review:**

- (v) Damaged bollard – junction of Fourth Avenue and Bruce Grove to be repaired – situation worse.
- (vi) Dollymans Farm walkway and cycle access to Wickford have been requested of Basildon Borough Council and Essex County Council Highways no confirmation from any source. As above.
- (vii) Response received to date from MP, Basildon and Environmental Health Department on Low frequency noise situation within units at Robert Way affecting resident.
- (viii) M. Francois has responded and has gone the rounds on this.
- (ix) Post box in Hodgson Way, reconsider request for repositioning due to another accident by the post box. Suggestion for a layby to assist with safety. Cllr. Le Gresley has looked at this and suggest Clerk to contact Post Office for resiting of this.
- (x) Drainage situation and precise location at Bawdsey Path. Noted.

- (xi) Response to request for Freedom of Information of 2<sup>nd</sup> December by Essex County Council regarding the barrier and any plans for removal at Bruce Grove. Answered by Basildon Borough Council at the open session.

**15/15 INFORMATION EXCHANGE:**

To receive agenda items for ABLC representative.

**16/15 CORRESPONDENCE:**

To note correspondence received for circulation.

**17/15 DATE OF NEXT MEETING:**

The next Meeting of Shotgate Parish Council will be on Tuesday 10th February, 2015 at 7.30 p.m. at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

8.45 p.m. finished.