

Shotgate Parish Council



Chairman: David Harrison

Vice-Chairman: Keith Allen

MINUTES OF SHOTGATE PARISH COUNCIL MEETING HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE, ON TUESDAY 8TH JANUARY 2013 AT 7.30 P.M.

PRESENT:

Councillors: D. Harrison, K. Allen, M. Hodges, P. Vickers, P. Knott and F. Lyons.

ALSO PRESENT:

Clerk – Georgina Bassett

Cllr. C. Morris – Basildon Borough Council

1/13 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. I. Pummell and Cllr. D. Morris.

2/13 DECLARATIONS OF MEMBERS' INTERESTS:

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

3/13 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Parish Council meeting of Tuesday 11th December, 2012 were received and approved as an accurate record. Proposed by Cllr. Vickers and seconded by Cllr. Allen – **agreed.**

4/13 PUBLIC TO BE HEARD:

- (i) Martin Grant Homes tentative temporary use requested of football pitch at Shotgate Park. Basildon Borough Council to be contacted for their view on this.

5/13 BOROUGH/COUNTY COUNCILLORS' REPORT:

Oral updates were received from:

Cllr. C. Morris on behalf of Cllr. D. Morris attempting to resolve highways issues, no date for resolving these issues has yet been received.

6/13 REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS:

Members noted reports circulated on Committees, Working Party Meetings, External Meetings/representatives attending meetings on behalf of the Parish Council prior to meeting. The opportunity was available for Councillors/representatives to give verbal reports only on any reports not yet circulated.

7/13 FINANCE:

- (i) The December bank statements were reconciled. Proposed by Cllr. Allen and seconded by Cllr. Vickers – **agreed.**
- (ii) Payments were confirmed:
Clerk/Responsible Financial Officer January 2013 salary/expenses £514.18
- (iii) Fidelity Insurance. It was confirmed that fidelity insurance is now at £40,000.00 and there is no need for this to be increased.
- (iv) Consideration of attendance by Clerk/Member for the following was reviewed and agreed to not attend at this moment in time:
“How to Raise the Profile of your Parish Council” - £43.00
“Pension Workshop” - £30.00

(v) Cllr. D. Harrison – ream of paper £7.99

(vi) Parish Newsletter – “WCP Printing” - £15.00

The above were proposed by Cllr. Allen and seconded by Cllr. Vickers – **agreed**.

8/13 PRECEPT – REVIEW 2013/14:

Calculations were considered for precept request and additional grant from Basildon to reflect the cost of the introduction of the Localised Council Tax Support Scheme (LCTS) with the overall amount to be received during 2013/14 agreed at £23,435.00.

The Parish Council completed for return the precept form for Basildon’s legal financial requirements.

Proposed by Cllr. Harrison and seconded by Cllr. Allen for the clerk to sign off the form and the clerk to ascertain how the variation to be paid of £810.00 + £75.00.

The communication from EALC on “Localisation of Council Tax Support” was noted.

9/13 PLANNING:

Applications:

Application No: 12/01205/DEMBAS. Demolition of existing dwelling house.

Location: 84 Bruce Grove, Shotgate, Essex.

The Parish Council noted this application.

10/13 REPORTS – CLERK/CHAIRMAN:

Members noted report circulated prior to the meeting from the Clerk.

11/13 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:

Acknowledgement response from ECC and Basildon Borough Council to letter sent in complaint of the lack of communication with the Parish Council prior to signing off the S106 variation and subsequent requests as to the reasoning following this action. Letters received noted to date.

The Parish Clerk to write to Basildon Borough Council and re-iterate item 3 of the May 2012 meeting in relation to footpaths and request confirmation that all these works can be completed within the agreement of £107,000.00, to no additional cost to the public purse and when the work will commence.

Proposed by Cllr. Vickers and seconded by Cllr. Allen – **agreed**.

12/13 ECC HIGHWAYS ISSUES:

An update on any action for the following was conveyed from Cllr. C. Morris on behalf of Cllr. Don Morris of Essex County Council on the resolving of the outstanding highways issues, including:

(i) Potholes.

(ii) Litter/Parking and other issues at Southend Road/London Road – Oak Avenue – Shotgate.

(iii) Loose kerbs.

(iv) Concrete bollards outside 280 Southend Road broken – has been reported by Cllr. I. Pummell with a number to ECC for repair.

13/13 BUS SHELTER – SOUTHEND ROAD:

No further update for a date when these two issues will be resolved was able to be confirmed:

(i) New road bus markings put on the road and old markings burnt off.

(ii) Raising of the kerb to assist bus passengers.

14/13 MEADOW WALK, PATHWAY, PICNIC AREA:

The following was noted:

(i) Update on proposed date for this installation from Basildon Borough Council, yet to be confirmed.

- (ii) The Parish Council reviewed whether or not the picnic benches are to be installed at the same date. It considered that the grant from ECC is received only on completion of the project and it was proposed by Cllr. Hodges and seconded by Cllr. Knott that these would be installed at the same time – **agreed**.

15/13 NEWSLETTERS 2013:

- (i) It was **agreed** that the Communications Working Party meet to consider 2013 newsletters. It was proposed by Cllr. Lyons and seconded by Cllr. Knott that the Parish Clerk prepares the newsletter with consultation from all members – **agreed**.
- (ii) It was confirmed that Cllr. Knott be an additional member to the Working Party.
- (iii) It was **agreed** that items to be considered at such Working Party are; the format of the future newsletters for the Parish Council and intended months' for printing and distribution.

16/13 ALLOTMENTS:

The latest minutes/update from the Shotgate Allotment Association on any progress for the search for available land within the Shotgate vicinity were received.

17/13 DRAINAGE ISSUES AT SHOTGATE:

An update was received that Anglian Water is available to meet on site to review the drainage issues within Shotgate. An informed location of these areas prior to the visit has been requested and should be provided to the Clerk/Cllr. Allen prior to arrangements for the visit.

18/13 PARISH PLAN:

The Action Plan issues to be considered:

- (i) Review litter issues.
- (ii) Best Garden in Shotgate to be included in March newsletter for summer 2013. Consider a Working Party to progress this forward.
- (iii) Marked bays in front of the main shops.
- (iv) Community Building.
- (v) Nature Reserve area within the Parish.
- (vi) Additional notice board(s).
- (vii) BMX area.
- (viii) Teen shelter.
- (ix) Traffic Calming/issues - S106 provision.
- (x) Security/vandalism – lighting within the park area.
- (xi) Alleyways/footpaths to be reviewed for specific areas to be tidied by Basildon Borough Council.
- (xii) Improved footpath sign posts.
- (xiii) Hanging baskets during the summer at the shops.

It was proposed by Cllr. Harrison and seconded by Cllr. Vickers that there is a Working Party to review the Parish Plan – open to all members of the Council. It was proposed by Cllr. Harrison that Cllr. Knott Chair this meeting, it was seconded by Cllr. Allen – **agreed**.

19/13 BULB PLANTING:

The update on the bulb planting within Shotgate was noted from Cllr. Vickers. The Parish Council waiting confirmation of two new drifts planted at that stage payment can be made. Clerk to write and thank local resident for donation of 200 bulbs.

20/13 BINS IN SHOTGATE RECREATION AREA:

The information received for the request for 3 additional bins within the Park area in Basildon Borough Council's 2013/14 budget was noted. Parish Council to review funding at the end of this financial year.

21/13 INFORMATION EXCHANGE:

No agenda items for ABLC representative or items for members attending Basildon Borough Council Pre-Liaison Meeting.

22/13 CORRESPONDENCE:

Correspondence received for circulation was noted.

23/13 DATE OF NEXT MEETING:

The next Parish Council meeting is scheduled for Tuesday 12th February, 2013 at 7.30 p.m.
at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

8.50 p.m. meeting ended.

Signed
Chairman Shotgate Parish Council

Dated