

# **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 9<sup>TH</sup> DECEMBER, 2014 AT 7.30 P.M.

## **PRESENT:**

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

## **ALSO PRESENT:**

Clerk – Georgina Bassett

Keith Adler - Transport Representative

## **23/14 APOLOGIES FOR ABSENCE:**

Apologies for absence received from Cllr. D. Harrison - unwell, Cllr. P. Vickers, Cllr. Hodges, Cllr. C. Morris and Cllr. P. Holliman.

## **24/14 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Parish Council Meeting of Shotgate Parish Council of Tuesday 11<sup>th</sup> November, 2014 were received and approved as an accurate record. Proposed by Cllr. Fanthorpe and seconded by Cllr. Allen – **agreed**.

## **25/14 DECLARATIONS OF MEMBERS' INTERESTS:**

Allotments – Cllr. Fanthorpe declaration of non pecuniary interest.

## **26/14 PUBLIC TO BE HEARD:**

Keith Adler – Transport Representative

- (i) The planning application for a block of garages in Alicia Avenue has currently been refused – thanks to the Parish and Ward Councillors for their support to this objection.
- (ii) Bushes at Fred's Timber Yard have been cut back up to Cherry Lane, although debris remain in the gully and pavement. Clerk to enquire for this to be removed.
- (iii) First agreed to revamp the service following the data provided by parents by 3 minutes in an effort to increase the service.

Many thanks to Keith Adler from the Parish Council for dealing with this situation in an effective manner and additionally offering to provide the 3 ladies with the revised timetable in January 2015.

## **27/14 FINANCE:**

- (i) The November bank statement was reconciled.
  - (ii) Payment was considered and **agreed** for:

Clerk/Responsible Financial Officer December 2014 salary/expenses	£ 774.32
Clerk/Responsible Financial Officer 17 <sup>th</sup> – 30 <sup>th</sup> November 2014 arrears	£ 97.27
Non Consolidated Payment SCP 24	£ 48.65
Total	<u>£ 920.24</u>
- 
- |  |          |
|--|----------|
| Post Office Ltd – Tax/N.I. October – December 2014 payment | £ 479.00 |
| Dolphin Print Newsletter Winter 2014                       | £ 60.00  |

Consideration as to whether to put additional fundings into the Co-operative bank account was considered and **agreed** for this moment in time to leave as it currently is.

Amount available at Co-operative bank account at 30.11.14. is £1,958.37 excluding interest.  
Amount available at Barclays bank account at 30.11.14 £21,787.97 excluding interest/any uncleared payments.

#### **28/14 PRECEPT/BUDGET – 2015-2016/AUDIT:**

The suggestions for the precept/budget with projects received from the Working Party were considered. In principle two figures dependent from information from Basildon Borough Council are under review to support the decision required at the January 2015 Parish Council Meeting.

The query regarding the percentage if there is a fixed amount to be confirmed from Basildon Council on the 2014/15 figures.

#### **29/14 AUDIT:**

Various issues were reviewed in line with audit procedures:

- (i) The effectiveness of the internal audit and confirmation there are no recommendations for amendment.
- (ii) Confirmation to appoint Heelis & Lodge as internal auditor for 2014/15 was **agreed**.
- (iii) Assets register. It was noted that this was reviewed for insurance purposes at the meeting on 13<sup>th</sup> May, 2014. It was **agreed** for consideration for review prior to insurance renewal in July, 2015.
- (iv) Control Procedures:  
Consideration for any issues for additional control, including review of payments was made. It was **agreed** to remain as it is and not change.  
The following were noted:
- (v) It was noted that the bank account statements are to continue to be reviewed at the Parish Council Meetings.
- (vi) It was noted at the 16<sup>th</sup> September meeting, The Financial Regulations in relation to the Local Audit and Accountability Act 2014 were reviewed.
- (vii) It was noted at the 16<sup>th</sup> September meeting, The Standing Orders to comply with an amendment on the 1960 Act on 6<sup>th</sup> August, 2014 by the Openness of Local Government Bodies Regulations 2014 (“the 2014 Regulations”) were reviewed.
- (viii) It was noted that the Finance Committee Terms of Reference were reviewed on 10<sup>th</sup> June, 2014.  
Review:
- (ix) Risk Assessments were reviewed and it was noted no amendments to risk assessments distributed to members. Unless any changes in 2010/14 on Data Protection and Health and safety. Clerk to make enquiries.
- (x) The assets were reviewed and it was **agreed** that these would be checked for any maintenance requirements and advised at the next Parish Council Meeting on the notice board, 3 wooden bus shelters and the millennium sign.
- (xi) It was noted that the VAT reclamation for 2014 has been requested.
- (xii) Consideration was made for changes to Complaints, Freedom of Information Act, Health and Safety Policy, Openness and Transparency. It was **agreed** not to change subject to check on risk assessment.
- (xiii) It was noted that the ICO Data Protection certificate is subscribed annually.

#### **30/14 PLANNING:**

##### **Applications:**

**Application No: 14/01319/FULL.** Erect Conservatory at rear.

**Location:** 26 Fifth Avenue, Wickford, Essex.

No objection.

**Application No: 14/01251/FULL.** Change of use from class B1(c) – light industry to form extension to school of gymnastics – Class D2.

**Location:** Unit 3A Byron Works, Russell Gardens, Shotgate, Wickford, Essex.  
No objection.

**Decisions:**

**Application No: 14/01148/FULL.** Single storey side extension and new dormer.

**Location:** 20 First Avenue, Shotgate. **Granted.**

**Application No: 14/01042/FULL.** Change of use from general industrial use to a gymnasium and training centre for Billericay Amateur Boxing Club.

**Location:** Unit 7, Heron Avenue, Shotgate, Wickford, Essex. **Granted.**

**Application No: 14/00727/FULL.** Use butchers (Class A1) at ground floor and flat (Class C3) at first floor as a financial service (Class A2), erect a part single/two rear extension and outbuilding at the rear and install two roof lights on the top of the roof.

**Location:** Lyons Butchers, 324 Southend Road, Shotgate, Wickford, Essex. **Granted.**

**Application No: 14/01119/FULL.** Rooms in the roof with front and rear dormer.

**Location:** 17 Fourth Avenue, Shotgate, Wickford, Essex. **Refused.**

**Application No: 14/01027/FULL.** Convert bungalow into two storey dwellinghouse.

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

**Localism Act – Neighbourhood Planning**

Members considered a date in the New Year for rearranging of the cancelled presentation. **Agreed** to defer to the New Council after the election.

**Regulatory Services Enforcement Policy Consultation:**

Members considered response to consultation by 29<sup>th</sup> December. It was **agreed** to leave. [www.basildon.gov.uk/publicconsultations](http://www.basildon.gov.uk/publicconsultations).

**Consultation – Basildon Council Neighbourhood Planning Support Policy**

Invitation received to consider response prior to 23<sup>rd</sup> January, 2015. It was **agreed** to not respond.

**New Consultation – Basildon Housing and Economic Land Availability Assessment (HELAA) Methodology 2014**

Members noted consultation period of 10<sup>th</sup> November – 1<sup>st</sup> December, 2014.

**31/14 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:**

The response received from Essex County Council on the letter sent regarding various issues relating to Russell Gardens and Bridge Road and the date for commencement during the 2014/15 financial year were considered. The Parish Council **agreed** to send a further letter

**32/14 PROJECTS ONGOING/CONSIDERED WITHIN SHOTGATE PARISH:**

- (i) The funding offer of £4,585.00 from Essex County Council CIF was considered for acceptance towards the ornamental archway in Shotgate Park and it was **agreed** to sign to the terms of the offer. The Parish Council considered whether to order the ornamental archway at a total cost of £5,585.00 excluding VAT (returnable). It was **agreed** for the Clerk to order from the supplier after Highways had received the acceptance. Proposed by Cllr. Fanthorpe and seconded by Cllr. Houghton – **agreed.**
- (ii) The revised date of the official opening ceremony for Manston Path/Shotgate Park was considered for March, 2015 – **agreed.**
- (iii) Consideration of project for initial application to CIF Response for 30<sup>th</sup> January, 2015 and final deadline completion 27<sup>th</sup> February, 2015. Funding to a maximum of £15,000.00. Further information for project to be received from members for funding application, possibility on the pathway from Dollymans Farm to Wickford or

BMX/skateboard area in the park.

**33/14 EMERGENCY PROCEDURES/HELPING HANDS VOLUNTEERS:**

Newsletters have been printed and are being distributed to await response for the requirement of (i) Helping Hands and (ii) Emergency Procedures and any additional volunteers for either of these projects. No further update **agreed** to defer to January, 2015.

There was a consideration for a Community Book Swap and the opportunity to meet informally with Councillors. It was **agreed** to defer to January 2015 meeting.

**34/14 QUALITY PARISH COUNCIL:**

There are to be three tiers. The Parish Council has one year after 10<sup>th</sup> December, 2014 to review its status and re-apply. Clerk will require accredited points for attendance on courses and various other areas which support the re-application.

Issues reviewed:

- (i) It was **agreed** to revamp Training of Intent for Councillors and Employees.
- (ii) It was **agreed** to apply for the Clerk Bursary – 75% returnable from courses attended in 2015.

Consideration to attend – Writing for the Web (half day), Project Management (half day), Law and Procedures (whole day). It was **agreed** subject to splitting with Ramsden Crays Parish Council for the Clerk to attend the courses.

**35/14 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. The opportunity was available for Councillors/representatives to give verbal reports only on any reports not yet circulated.

**36/14 REPORT – CLERK:**

Members noted reports/updates circulated prior to the meeting.

**37/14 BOROUGH/COUNTY COUNCILLORS' REPORT:**

No oral updates were received from Borough and County Councillors.

**38/14 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.
- (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 not repaired.
- (vi) Dollymans Farm walkway and cycle access to Wickford have been requested of Basildon Borough Council and Essex County Council Highways still ongoing.
- (vii) The replacement safety barrier at Manston Park exit Southend Road from Basildon Borough Council should be installed when the ornamental archway project goes ahead.
- (viii) Dog Waste Bin damaged at Bawdsey Path – resolved.

**39/14 STORAGE – DOCUMENTS:**

The information received on costings and annual storage off site was considered with legislation for data storage – i.e. financial regulations. It was proposed by Cllr. Fanthorpe and seconded by Cllr. Houghton – **agreed**.

**40/14 INFORMATION EXCHANGE:**

The ABLC representative confirmed the AGM will be on 11<sup>th</sup> December and Planning Training on 20<sup>th</sup> January, 2015. Cllr. Allen and the Parish Clerk will attend.

**41/14 CORRESPONDENCE:**

Correspondence received for circulation was noted.

**42/14 DATE OF NEXT MEETING:**

- (i) The first Meeting of Shotgate Parish Council in January will be on Tuesday 13<sup>th</sup> January, 2015 at 7.30 p.m. at Shotgate Baptist Church Hall, Bruce Grove, Shotgate was noted.
- (ii) The date of the Annual Parish Meeting on 14<sup>th</sup> April, 2015 was reviewed following on from recent training the Clerk was advised it would be best practice due to Purdah as the Parish Council Election to move this earlier to March. Suggested date of Tuesday 10<sup>th</sup> March at 7.30 p.m. and the Parish Council Meeting at 8.00 p.m.  
Proposed by Cllr. Allen and seconded by Cllr. Fanthorpe – **agreed**.

Meeting ended at 8.15 p.m.

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Chairman Parish Council

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Dated