

Shotgate Parish Council



Chairman: Paul Knott

Vice-Chairman: Peter Vickers

MINUTES OF THE MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE, ON TUESDAY 12TH NOVEMBER 2013 AT 7.30 P.M.

PRESENT:

Councillors: P. Knott, K. Allen, G. Fanthorpe, D. Harrison and F. Lyons

ALSO PRESENT:

Clerk – Georgina Bassett

Transport Representative – Mr. Keith Adler

Members of the public

Cllr. M. Mowe

59/13 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. Vickers – unwell, Cllr. Hodges, Cllr. C. Morris, Cllr. N. Le Gresley and Cllr. T. Ball.

60/13 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Parish Council meeting of Tuesday 8th October were received and approved. Proposed by Cllr. Knott and seconded by Cllr. Fanthorpe – **agreed**. The minutes of the Finance and General Purposes Committee Meeting on Monday 21st October, 2013 were received and approved. Proposed by Cllr. Allen and seconded by Cllr. Fanthorpe – **agreed**. The minutes of the Personnel Committee Meeting on Wednesday 6th November, 2013 were proposed by Cllr. Knott and seconded by Cllr. Lyons - **agreed**.

61/13 DECLARATIONS OF MEMBERS' INTERESTS:

Declarations of interest received on non pecuniary under agenda item Allotments 71/13 from Cllr. Lyons and Cllr. Fanthorpe.

62/13 PUBLIC TO BE HEARD:

Questions received from the public:

- (i) The letter received from a resident opposing any flattening of the hills in the park area at the top near Blake Hall Drive was reviewed. The Clerk to respond that there are no plans at present.
- (ii) Police are to arrange a meeting and the Parish Council are pleased for this to go ahead.

Update from Keith Adler – Transport Representative:

Attended recent meeting at Chelmsford.

- (a) Bus Survey online date closes on the 9th December, 2013.
- (b) Route 25 – cancellations appear to have reduced.
- (c) Terms and conditions for route to hospital with variations will be requested.
- (d) Will follow up Cllr. Knott's request that First buses display details of Basildon Inner passes.

- (iii) Query re the reduced street lighting at Shotgate and locations where lighting will continue to be resumed.
Cllr. Dornan and Cllr. Ball have further information on this. Police at a recent NAP meeting confirmed had not then been advised.

63/13 BOROUGH/COUNTY COUNCILLORS' REPORT:

Cllr. Mowe, Basildon Borough Council confirmed that there was a very good attendance at the Remembrance Day in Wickford.

64/13 REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS:

Following on from the Personnel Committee meeting on 6th November, to review the recommendations:

- (i) It was proposed by Cllr. Knott and seconded by Cllr. Lyons not to amend the Terms of Reference as recommended by the Personnel Committee - **agreed**.
(ii) It was proposed by Cllr. Harrison and seconded by Cllr. Allen for the Chairman and Vice-Chairman to review the Standing Orders and the Personnel Committee section of this in the most recent model released from NALC - **agreed**.

65/13 FINANCE:

- (i) The September bank statements were reconciled. October statements to be reviewed:
(ii) Payment of the following were considered:
To note amount in Co-operative account after payments paid after 8th October, 2013 and before interest received: £28,542.78
- | | | |
|---|---|---------------|
| (iii) Clerk/Responsible Financial Officer November 2013 salary/expenses | £ | 557.93 |
| Basildon - Dog Waste Bin – junction Bawdsey Park and Hodgson's Way | £ | 379.18 |
| Basildon – Installation of two new pathway signs | £ | 70.00 |
| | £ | <u>449.18</u> |
- (iv) Confirm that the outstanding payment has been sent to H&B
(v) Information Commissioner £ 35.00
(vi) N Sign – Veolia Pathway and Meadow Walk Pathway £ 225.00
(vii) The National Allotment Society £ 66.00
Total Payments for consideration: £ 1,333.11
- (viii) To note additional payments made since 8th October meeting:
Basildon Borough Council – park benches, benches bins etc. £ 8,398.80
H&B remainder of payment £13,200.00
(ix) Funding received from Essex County Council for the Meadow Walk Project.

Total amount paid since 8th October up to and including 12th November, 2013:
£22,931.91

Cllr. Harrison proposed and seconded by Cllr. Allen to pay the above – **agreed**.

Amount in bank account with October bank statement and payment including up to 12th November, 2013:

		<u>£48,966.83</u>
Less cheques since 8 th October to date	-	£22,931.91
Less cheque uncleared – internal audit	-	£ 115.00
Bank account		<u>£25,919.92</u>

The decision by the Finance and General Purposes Committee Meeting of 21st October, 2013 for an increase in this year's planting budget from £750.00 to £1,250.00 to increase four planting sites to seven was noted:

Additional locations:

Easterly entrance to Shotgate by the white gate area – wild flowers.

Shotgate park – additional wild flowers.

Site between Woodberry Road and Uxbridge – bulbs.

It was noted for possible maintenance of these sites in approximately two years' time 2014/15 budget.

- (x) The Fixed Asset Register was reviewed for an increase of 10% at the next insurance renewal. Proposed by Cllr. Allen and seconded by Cllr. Harrison – **agreed**.
- (xi) The Internal Audit Report was reviewed with a consideration to the suggestion to amend the Complaints Procedure to include complaints against councillors in light of the 2012 Code of Conduct. It was proposed by Cllr. Knott and seconded by Cllr. Fanthorpe for the Council to review this.

Fidelity Cover – insurance company has upgraded this automatically to £250,000.00.

- (xii) Against the advice of the Parish Clerk. Members decided not to transfer some funds into an additional bank account as a safeguard as to share liability, to ensure that administration, salary of the employee to the Parish Council and other payments are met if the current bank should fall into financial difficulties. Proposed by Cllr. Fanthorpe and seconded by Cllr. Allen to review the bank situation monthly – **agreed**.

66/13 PRECEPT/BUDGET 2014 – 15:

It was proposed by Cllr. Knott and seconded by Cllr. Harrison to defer consideration of the breakdown of the budget for projects and administration to the December meeting when it is understood Basildon Borough Council will have decided on its precept/funding situation for parish councils.

67/13 PLANNING:

Application:

Application No: 13/01007/FULL. Raise ridge and convert bungalow to chalet incorporating dormer windows to front and rear.

Location: Vell Mond, Enfield Road, Shotgate, Essex.
The Parish Council had no objection.

Decisions:

Application No: 13/00817/FULL. Proposed front dormer.

Location: 46 Lucerne Walk, Wickford, Essex. **Granted.**

Application No: 13/00753/COND. Discharge of conditions 3 (materials) & 4 (details of vehicular access and parking spaces) of 11/01084/FULL allowed on appeal (rear of 1 Compton Terrace).

Location: 1 Compton Terrace, Shotgate, Wickford, Essex. **Granted.**

68/13 REPORT – CLERK:

Members noted various reports circulated prior to the meeting from the Parish Clerk.

69/13 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:

Members noted that there had not been any update from Basildon/ECC on the liaison for a commencement date for approved works on this development.

70/13 ECC HIGHWAYS/BASILDON ISSUES:

- (i) It was noted that no update had been received from Essex County Councillors on the resolving of the outstanding highways issues within Shotgate.
- (ii) ECC Highways have received request for a layby adjacent to the Post Box in Hodgson

- Way to allow all motorists to park off road when posting letters to reduce hazardous driving and update is now awaited.
- (iii) Basildon Borough Council has confirmed that the two replacement signs (i) Bawdsey Park junction at Hodgson Way and (ii) Fourth Avenue sign at the junction of Bruce Grove have been ordered. The Manston Path sign has now been replaced.
 - (iv) A letter was received from Network Rail on the request by the Parish Council to repaint the railway bridge and this is being reviewed by the Community Relations Team. Cllr. Mowe will pursue and request this to be on the agenda at the rail forum.
 - (v) The overgrown shrubs by Public Footpath 104 at the end of Alicia Walk have been cut. The problem however is FP104 across the field to Shot Farm which is overgrown.
 - (vi) The update on the request for the Manston path dangerous pathway by ECC is that it is still outstanding.
 - (vii) Cleaning of the bus stops within Shotgate Parish was noted and they are being regularly reviewed.

71/13 ALLOTMENTS:

There was a verbal response to the letter sent to Shot Farm land the owner offered land near the by pass – 4/5 acres. An unattendance allowance for this area is currently received and this will affect the overall costs for allotments. This will be discussed at the Allotment Meeting on Thursday 14th November.

Cllr. Harrison made his apologies and left the meeting at 8.30 p.m.

72/13 RECREATIONAL FACILITIES PROJECTS:

- (i) The two signs – (i) “Veolia Pathway” and (ii) “Meadow Walk Pathway” have been installed in the park.
- (ii) Information received from Basildon and outside resource on the possible redevelopment of the Bawdsey Path Regeneration Project were reviewed. It was proposed by Cllr. Allen and seconded by Cllr. Lyons for the application for funding to be completed and returned to Veolia with 20% funding contribution from the Parish Council on the £18,500.38 – **agreed**.
It was noted that there would be a shortfall of £1,000.00 for Basildon Borough Council to clear the shrubbery and make the area good for installation. Provided the funding donation request is approved by Veolia, then the Parish Council will ask Basildon to contribute towards this – **agreed**.
- (iii) It was noted that official letter of thanks were sent to Cllr. K. Twitchen and Mayor of Basildon for their individual attendance at the two official openings on 10th and 17th October, 2013.

73/13 TRAFFIC CONTROLLED PEDESTRIAN CROSSING/MIDDLE ISLAND:

The latest report from Cllr. Le Gresley for a traffic controlled pedestrian crossing/middle island across Southend Road near the junction of Bakers Close was that the E.C.C .Highways Panel agreed for a survey to be carried out at this location.

74/13 NOTICE BOARD:

- (i) Information provided from other Parish Council on use of notice board was noted.
- (ii) The Parish Council considered for an additional notice board or additional board on reverse of current notice board for overflow communication with prices. It was proposed by Cllr. Allen and seconded by Cllr. Knott to defer to the January meeting – **agreed**.

75/13 SOUTHEND AIRPORT CONSULTATION:

Consultation was noted and the Parish Council decided not to comment.
Cllr. Lyons proposed that the Parish Council consider an emergency plan, seconded by Cllr. Allen and research will be given back to the Council – **agreed**.

76/13 REVIEW – PART TWO NALC STANDING ORDER:

The information sent and consideration on whether to amend current standing order was reviewed in 64/13(ii) above.

77/13 CONSULTATION ON FUTURE OF CHILDREN’S CENTRE SERVICES:

The consultation was reviewed and the Parish Council objected to any closure or shortening of hours. Proposed by Cllr. Lyons and seconded by Cllr. Fanthorpe - **agreed**.

78/13 COUNCIL TAX SUPPORT FUNDING SURVEY:

The Council tax support funding survey was reviewed. Noted. Individuals will respond directly.

<http://www.surveymonkey.com/s/KKFNVRK>

79/13 YOUTH SERVICES CONSULTATION:

The consultation for response were noted. Individuals will respond directly.

<http://www.essexinsight.org.uk/ViewPage1.aspx?C=Resource&ResourceID=745>

80/13 PART NIGHT LIGHTING – REVIEW CONSULTATION:

The consultation response was reviewed.

The Parish Council noted that it understands that there will be a reduction in salt gritting during the inclement weather.

81/13 INFORMATION EXCHANGE:

Nothing was received for ABLC representative.

82/13 CORRESPONDENCE:

Correspondence received for circulation was noted.

83/13 DATE OF NEXT MEETING:

The next Meeting of Shotgate Parish Council on Tuesday 11th December, 2013 at 7.30 p.m. at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

PRIVATE SESSION – PERSONNEL ISSUES:

Pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting is not open to the public and press for this item of business and they will be instructed to withdraw.

The general public and the Clerk left the meeting.

84/13 APPRAISAL:

The Parish Council as per the Terms of the Contract of Employment were considered and Cllr. Allen wished to witness the Appraisal discussion but not to participate.

It was proposed by Cllr. Knott and seconded by Cllr. Lyons to increase the Spinal Column Point from 21 to 22 effective middle of November, 2013. Cllr. Fanthorpe agreed and Cllr. Allen abstained.

The meeting ended at 9.20p.m.

Signed
Chairman of the Parish Council

Dated: