

MINUTES OF THE ANNUAL PARISH MEETING OF SHOTGATE PARISH HELD AT SHOTGATE BAPTIST CHURCH, BRUCE GROVE, SHOTGATE, WICKFORD ON TUESDAY, 13th MAY 2008 AT 8.00PM

PRESENT:

Councillors D. Harrison (Vice-Chairman)
M Hodges
D Jerreat (Chairman)
F Lyons
N Levey
P Vickers

ALSO PRESENT:

Cllr. Ball – Basildon District Council
Cllr. Mrs. Carol Morris – Basildon District Council
Sgt. J. DeVries
3 Police Officers
13 members of the public

J. Cousins – Clerk, Shotgate Parish Council

1. CHAIRMAN'S OPENING REMARKS

The Chairman Cllr. Jerreat welcomed the guests and the members of the public. He said that following the decision of Cllr. Lyons not to stand as Chairman he had been elected Chairman, with Cllr. Harrison Vice- Chairman. Cllr. Jerreat then introduced the other members of the Parish Council

2. APOLOGIES FOR ABSENCE:

Apologies for absence were received from Councillor Keith Allen, Councillor Don Morris and Councillor Mrs. Iris Pummell.

3. MINUTES OF THE ANNUAL PARISH MEETING MAY 2007

The minutes of the Annual Parish Meeting held 22nd May 2007 were agreed and signed by the Chairman as a true record.

4. CHAIRMAN'S ANNUAL REPORT

Cllr. Jerreat presented the Annual Report, as prepared by the former Chairman Cllr. Lyons (see appendix A) and a vote of thanks was given to Cllr. Lyons for the work he had done steering the Parish Council through its first year.

5. DISTRICT COUNCILLORS' REPORT

Cllr. Ball addressed the meeting and said that many of the new Councillors were on a learning curve, and they hoped to develop strong working relations with the Parish Councils. As an example of that working together he quoted the success with

moving some travellers on during the last summer. Another example was getting Shotgate as one of the Community Safety Action Zones which would work as a multi-agency group to address the anti-social problems of the parish.

Cllr. Morris added that she hoped that the Highways issues that were being raised would be addressed during this financial year, and that the District Council were looking to make repairs that would last and not just patch ups which had been the case so often before, although this would mean that fewer projects could be undertaken.

6. SGT. JOHN DEVRIES/PC PAUL GUTTERIDGE

Sgt De Vries and PC Gutteridge spoke about the work being done to reduce anti-social behaviour such as:

- The success in reducing vandalism such as the damage being caused to residents walls, stating that one arrest had been made and that the problem seemed to have stopped.
- The problem of mini-motos and urged members of the public to report any instances of riders on private land for which there is no approval for use. Cllr. Levey said that the land by London Road was being used and PC Gutteridge said that he would investigate.
- The Community Safety Action Zone which was addressing crime and anti-social behaviour issues. In answer to a question he said that the CSAZ might get funding for the replacement of the gates at the entrance to the Public Footpath from Alicia Walk.
- There had not been too many calls received regarding youth nuisance, but that with the better weather there may be more instances.
- The alterations to the entrance barriers at Queens Park has resulted in motor cycles being able to get through and there have been several instances of riders going through the park at speed.

Cllr. Harrison asked about the problem passengers are facing alighting from buses if vehicles are illegally parked in bus lay-bys. Sgt. DeVries and PC Gutteridge said that they would monitor the situation and if vehicles were parked illegally they could take action.

Thanks were given for the police attending.

7. QUESTIONS/COMMENTS FROM MEMBERS OF THE PUBLIC

Responses were given by members of Shotgate Parish Council unless indicated otherwise. Personal responses are indicated by councillor's initials.

Q		Condition of grass verges, in that they need cutting, many residents felt that Shotgate was being ignored and was receiving a second rate service.
A	Cllr. Ball	It was true that the grass on Council-owned land such as rented houses was cut more often, as it was part of the rental agreement.
Q		Cllr. Harrison asked if a programme was available for when

		cutting should take place.
A	Cllrs. Ball/Morris	Not able to cut in wet weather, this can lead to grass getting too long. Cllr. Ball said that he will provide such a programme.
C		The facilities in the park need to be improved
A	Parish Councillors	One of the main priorities for the Parish Council and that they were going to start negotiations with Basildon District Council on ways forward to improve provision.
Q		Could there be a Community Centre in Queens Park which would provide family events.
A	Community Association Representative	The existing Community Association Hall did provide a venue for clubs to use, and it had in the past put on family events, but these were poorly attended.
A	Cllr. Jerreat	It is hoped that there will be a community-led Parish Plan, developed over the next year or two and this will determine what the residents as a whole would like to see for area.
Q		The Parish Council seem to spend a lot of time chasing officers of Basildon District Council for information it requests which wastes the Parish Council's time and seems to be hindering it from progressing several issues such as Highways and Play Equipment provision.
A	Cllr. Jerreat	Parish Council have signed a Charter with Basildon District Council, which it is hoped will lead to better working relations and also will provide a means of redress if matters are not dealt with properly.
A	Cllr. Ball	Send him an email with all the outstanding issues and he will try to get answers.
C		The drains opposite the shops need clearing out.
A	Cllr. Ball or Morris	Will contact Basildon District Council

The Chairman thanked the public for attending the meeting, which closed at 9.40 p.m.

Signed

Date

Appendix A



Shotgate Parish Council Annual Report

CHAIRMAN'S REPORT 2007/08

This is the first Annual Report published by the Parish Council. It provides information about the activities of the Parish Council over the last year (May 2007 to April 2008), as well as financial information and Parish Council contact points.

The first year of the Parish Council has been a steep learning curve. Although one of the elected councillors has had previous experience as a District Councillor, none has had experience of being a Parish Councillor.

The Council's first task was noting the comments and issues raised by residents at the Annual Parish Meeting held in May 2007 and identifying the main areas of concern to the community. This has been supplemented throughout the year by comments made at Council meetings and on the Council's web-site. The second task was to elect a Personnel Committee to select and appoint a Parish Clerk. This was completed last August and Jacqui Cousins joined us on 1st September 2007.

We appear to have been successful in attracting more issues in our first year than we have been able to address. However, we are confident that we will be able to tackle the major issues in the coming year and work to settle them to the majority of residents' satisfaction.

Communication

To date the Council has held 11 Council meetings, one Annual Parish Meeting and has produced and circulated 4 Newsletters, one of which was directed entirely to raising awareness and the benefits of producing a parish plan. Following the setting up of the web-site by a member of the Parish Council Steering Group, the Parish Clerk has continued to populate and maintain the site.

Response to residents' concerns

The Council has lobbied for the reinstatement of bus routes via the BDC Bus Forum and will continue to look at any opportunity to re-establish previous service levels. We were also instrumental in working with Basildon and Rochford District Councils to remove travellers from land adjacent to Oak Avenue.

Health & Safety

The Council liaised with the relevant agencies to remove the dumped asbestos from the entrance to Shot Farm and alerted BDC to the need to improve visibility for traffic and pedestrians adjacent Hodgson Way roundabout. The vandalised telephone kiosk has now been removed from outside the Post Office.

Youth nuisance/graffiti

The Council has continued to raise the concerns of residents with regard to youth nuisance and vandalism in Shotgate with the Police. The recent spate of damage to walls in Shotgate has resulted in an increased police presence. The current 3 month initiative of the Community Safety Action Zone is focussing on youth nuisance, graffiti and traffic congestion.

Development and Planning

We persevered in pressing BDC for details of the s.106 Agreement concerning the recent Bridge Road housing development. Negotiations are currently underway between the developer and BDC to produce an outcome acceptable to the residents of Bridge Road and its environs. Throughout the year the Council has undertaken the reviewing of Planning Applications which affect Shotgate residents. Although the Parish Council is not a planning authority, BDC has a legal obligation to consult us on all local plans. To date we have considered 30 applications and we are proposing to set up a Planning Committee to help streamline the process.

Highways and pathways

We obtained additional signage from ECC to deter heavy traffic bound for the Industrial Estate and Business Park from entering residential areas of Shotgate. The situation has improved significantly although there are still occasions when satellite navigation systems have prevailed. We also arranged a walkabout with engineers from ECC Highways and Transportation Department to raise awareness of the poor state of some roads and footpaths in Shotgate and identify future work programme priorities. Some of the major defects have been repaired. We have been lobbying ECC to provide lighting at the end of Alicia Walk and have been told that this will be considered in the current financial year. Finally, we have contacted BDC about dead and overhanging trees in Bruce Grove and Fanton Chase and are pleased to see that some work has taken place on this.

Projects

The Council set up a Parish Plan Working Party to investigate the production of a community-led plan for Shotgate. A Field Officer from the Rural Communities Council of Essex attended the April Council meeting and outlined the advantages and options for the community taking the project forward. A Parks and Recreation Working Party has also been set up to investigate ways of improving the facilities in Queens Park for young children.

Training

In view of the inexperience of the majority of parish councillors, many have received appropriate training throughout the year. This will continue in 2008/09 to meet our aim of providing a knowledgeable and professional Council to serve Shotgate residents. The Clerk has also recently completed a training course for an appropriate professional qualification.

Networking

Members of the Council regularly attend liaison meetings with other agencies and representatives from parish councils to share knowledge and experience.

Representation

On occasions we are asked to comment on documents received from the District and County Councils and other agencies. We always take the opportunity to respond on issues relevant to Shotgate.

In the pipeline

Other activities in the pipeline include the procurement and installation of a notice-board, the replacement of the bus shelter at Shotgate shops, the re-installation of a seat in Queens Park and the installation of additional dog litter bins.

Please approach any member of the Council (contact details below) if you have any issues that you wish to raise at any time during the coming year.

Finally, after an eventful and enjoyable year I shall be stepping down from being Chairman. I would like to give my thanks to my colleagues, our District and County Councillors, and especially to our Parish Clerk for the support they have given me over the last year.

Fred Lyons, Chairman, Shotgate Parish Council

FINANCIAL INFORMATION

This is a summary of the expenditure of the Parish Council. Full information is published later in the year when the accounts have been audited.

Expenditure Heading	Budget 2007/8	Actual Spend	Budget 2008/9
Set up costs	500.00	35.00	0.00
Elections	3,500.00	1,433.19	0.00
Stationery/consumables	500.00	144.12	400.00
Office	1,000.00	300.00	650.00
Training	700.00	735.48	1,500.00
Printing	200.00	82.18	1,000.00
Clerk (G Fulford + J Cousins)	4,000.00	2,231.53	4,000.00
Insurance	300.00	298.20	800.00
Meeting Accommodation	400.00	312.00	800.00
Equipment – PCs etc	1,200.00	0.00	500.00
Telephone	200.00	0.00	200.00
By elections	2,000.00	0.00	2,000.00
Affiliation fees	500.00	513.91	600.00
Donations (S137)	0.00	0.00	100.00
Audit fees	0.00	0.00	250.00
Projects*	2,650.00	0.00	11,500.00
Other (maintenance etc)			1,000.00
Reserves			2,000.00
Total Allocations	17,650.00	6,085.61	27,300.00

POTENTIAL PROJECTS IDENTIFIED

	£
Planting at Hodgson Way Roundabout	1,000
3 Way Signs for Queens Park Recreation Ground	1,500
Production of Parish Plan	2,000
Play Equipment	5,000
Notice Board	2,000
Total	11,500

YOUR PARISH COUNCIL MEMBERS 2007/08:

Fred Lyons (Chairman) 324a Southend Rd SS11 8QS	Tel: 01268 733119
Dave Jerreat (Vice-Chairman) 1 Fourth Ave SS11 8RQ	Tel: 07740902252
Keith Allen 28 Fourth Ave SS11 8RQ	Tel: 01268 570099
David Harrison 49 Alicia Avenue SS11 8PH	Tel: 01268 734768
Malcolm Hodges 7 Crouch View Close SS11 8QB	Tel: 01268 768683
Nicky Levey 275 Southend Road SS11 8QA	Tel: 01268 571531
Peter Vickers 274 Southend Road SS11 8PS	Tel: 01268 767703

Clerk to the Council	
Mrs Jacqui Cousins, 16 Homefield, Southminster CM0 7ED	Tel: 01621 772498

Parish Council Meetings

Meetings of the Parish Council are currently held on the second Tuesday of each month (except August). The Public are welcome to attend the meetings and have an opportunity to speak at the Open Session.

Fred Lyons
Chairman, Shotgate Parish Council

6 May 2008