

# **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 10TH DECEMBER 2013 AT 7.30 P.M.

## **PRESENT:**

Councillors: P. Knott, P. Vickers, K. Allen, G. Fanthorpe, M. Hodges and F. Lyons

## **ALSO PRESENT:**

Cllr. T. Ball

Clerk – Georgina Bassett

2 Members of the public

## **85/13 APOLOGIES FOR ABSENCE:**

Cllr. D. Harrison, Cllr. M. Buckley – E.C.C. and Keith Adler – Transport Representative.

## **86/13 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Parish Council meeting of Tuesday 12<sup>th</sup> November, 2013 were received and approved as an accurate record. Proposed by Cllr. Allen and seconded by Cllr. Knott – agreed.

## **87/13 DECLARATIONS OF MEMBERS' INTERESTS:**

Cllr. Lyons and Cllr. Fanthorpe declared non-pecuniary interests on agenda item 97/13 - Allotments.

## **88/13 PUBLIC TO BE HEARD:**

Items received from the public:

- (i) A hand written report was provided in Keith Adler's absence. A summary will be placed on the notice board in relation to bus transport.
- (ii) Residents raised issues relating to bus no. 25 into Basildon. There have been lengthy delays in excess of one hour to the service and buses have regularly been cancelled. This information will be forwarded to the Transport Representative.

## **89/13 BOROUGH/COUNTY COUNCILLORS' REPORT:**

An oral update was received from Cllr. Ball:

Core Strategy Options published today on a future plan within the Basildon Borough. Current population within the Basildon Borough is 175,000.

A plan is in place for increased housing during the next 20 years. The plan is for 16,000 to be built between now and 2031. To date 5,000 have already built within the plan and 11,000 builds are planned.

There will be an additional 3,000 in the urban areas due to a shortfall of 8,000 homes. Resulting in 7% of the total of green belt within the area being lost. Bakers Farm within Shotgate is in the allocation for 150 homes, although development will not commence until 10 years' time.

Consultation for this plan commences in January 2014.

**90/13 REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS:**

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

Working Party met on projects for 2014/15. Review of funds currently available and consideration of future grants within the Parish. Ten potential projects will be reviewed for feasibility by the Parish Council.

Emergency Plan – Cllr. Lyons liaised with Basildon and detailed information should be available for January 2014 agenda. To date no Parish Councils within Basildon have emergency plans and they would favour a Parish Council to pilot the scheme.

**91/13 FINANCE:**

- (i) The October bank statements were reconciled. November to be reviewed:
- (ii) Payment was considered and agreed on the following:

Clerk/Responsible Financial Officer December 2013 salary/expenses	£ 590.39
to include new SCP 22 rate effective mid November 2013.	
Tax/NI – Post Office	£ 431.39
Planting within Shotgate	£ 875.50
Hall Hire	£ 72.00
Ramsden Crays Parish Council (incorrect cheque book – Clerk salary)	£ 557.93
Total Financial Planning Limited – newsletter Winter 2013/14	£ 89.50
Total Payments for consideration:	<b><u>£2,616.71</u></b>

It was noted that Basildon has not yet provided the Parish Council with the invoice for the planting and it was **agreed** that this would be paid on receipt.  
Proposed by Cllr. Allen and seconded by Cllr. Knott – **agreed**.

- (iii) Further information was received from EALC on dividing funds into an additional bank account. It was proposed by Cllr. Allen and seconded by Cllr. Knott to in principle have a second account. The percentage that is to be held in each account to be considered later – **agreed**.

The Clerk will make further enquiries of possible banks for this divide and make available to members to consider at the January meeting – **agreed**.

The amount in bank account (not including interest etc. in November bank statement) was noted:

Bank account at 31 <sup>st</sup> October, 2013	£48,851.83
Less cheques paid during November 2013	£22,931.91
Bank account	£25,919.92

**92/13 PRECEPT/BUDGET 2014 – 15:**

- (i) The Parish Council was unable to confirm the precise figure on its recommended 1% increase on the £23,435.00 for the precept as to date it has not received an update on the grant funding from Basildon Borough Council. It was **agreed** to defer to the January meeting.
- (ii) The Budget for continued and future projects, including administration was reviewed by a working party and reported to Full Council for consideration at time of confirmed precept request as in 90/13 above.

**93/13 PLANNING:**

**Decisions:**

**Application No: 13/00454/FULL.** Construction of detached house.

**Location:** 84 Bruce Grove, Wickford, Essex. **Granted.**

**Application No: 13/00841/FULL.** Widening of existing driveway by 1.5 metres at front of a property.

**Location:** 16 Fourth Avenue, Shotgate, Essex. **Refused permission.**

**94/13 REPORT – CLERK:**

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

**95/13 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:**

The latest update on the earliest date for commencement of 14<sup>th</sup> April, 2014 on S106 was noted from Cllr. Le Gresley. A further update was received from Cllr. Buckley from ECC advising that the works would be undertaken during the 2014/15 financial year.

**96/13 ECC HIGHWAYS/BASILDON ISSUES:**

- (i) Updates from Essex County Councillors on the resolving of any of the outstanding highways issues within Shotgate were noted.
- (ii) A response to a request for a layby adjacent to the Post Box in Hodgson Way via E.C.C. to enable all motorists to park off road when posting letters to reduce hazardous driving was received from E.C.C. It advised that as there are no “waiting” restrictions and no personal injury collisions in the last 5 years at this location, there is no necessity to implement a layby.
- (iii) The replacement sign in Bawdsey Park junction at Hodgson Way has been finalised. The Fourth Avenue sign at junction of Bruce Grove not yet installed.
- (iv) The initial response from Network Rail to repaint the railway bridge was not safety critical and other issues had priority. Basildon Borough Council via Cllr. Mowe has subsequently asked the Chairman of the Rail Forum meeting to include this on the agenda on 16<sup>th</sup> January, 2014.
- (v) The overgrown shrubs by the Public Footpath 104 at the end of Alicia Walk along Beauchamps Drive has been partially resolved.
- (vi) E.C.C. confirmed that Manston Path was inspected in August 2013 and did not meet its criteria for immediate intervention. Clerk will liaise with Cllr. Hodges and provide E.C.C. with more detailed information.
- (vii) Broken bollards at Southend Road have been requested to be repaired via Basildon. E.C.C. has confirmed it will remove these within 12 weeks. It has not confirmed when they will be replaced.

**97/13 ALLOTMENTS:**

- (i) Latest minutes noted from Shotgate Allotment Association meeting on 14<sup>th</sup> November, 2013.
- (ii) It was **agreed** for letters to be sent from the Parish Council to land owners at Shot Farm and Shotgate Farm by the Parish Clerk. Proposed by Cllr. Knott and seconded by Cllr. Lyons.

**98/13 RECREATIONAL FACILITIES PROJECTS:**

- (i) Confirmation not received on result of hearing on application for funding for additional equipment, facilities in Shotgate Park from ECC CIF.
- (ii) Confirmation that the application for funding sent to Veolia for Bawdsey Path project was received by Veolia.

**99/13 TRAFFIC CONTROLLED PEDESTRIAN CROSSING/MIDDLE ISLAND:**

No additional information received from Cllr. Le Gresley on the way forward for a traffic controlled pedestrian crossing/middle island across Southend Road near the junction of Bakers Close via E.C.C. Highways Panel.

**100/13 NOTICE BOARD:**

- (i) Information provided from another Parish Council on use of its notice board, it has three sections, and one is not locked and available for the public to put up general information notices were considered.

- (ii) The Parish Council considered either the purchase of an additional stand-alone notice board or another board on the reverse of current notice board for overflow communication.

The above is being considered under the ten projects in the budget 2014/15.

**01/13 REVIEW – PART TWO NALC STANDING ORDERS:**

The recommendation from the Chairman and Vice-Chairman on:

- (i) Amendments to the standing orders and any issues relating to the Personnel Committee for further review.
- (ii) To note any recommendations for amendment to the Complaints Procedure, considering the 2012 Code of Conduct complaints against councillors.

This will be deferred to the January Parish Council meeting.

**02/13 EMERGENCY PROCEDURES:**

Initial enquiries have been made for contacts and to obtain information on emergency procedures within Shotgate. Cllr. Lyons confirmed that a detailed update should be available at the January meeting. As in 90/13 above.

**03/13 WINTER NEWSLETTER:**

The Winter newsletter has been sent to the printers and shortly available for distribution. Thank you letters to be sent to distributors for the Clerk to write on behalf of the Parish Council.

**04/13 SUSTAINABLE COMMUNITIES ACT 2007: INVITATION TO TOWN AND PARISH COUNCILS:**

Members considered a response to proposal. It had no comments.  
<http://barrierbusting.communities.gov.uk>

**05/13 DRAFT MINUTES:**

Members considered the current posting of draft minutes to the general public prior to their approval. It was proposed by Cllr. Allen and seconded by Cllr. Vickers in the future to not make these available until the Parish Council meeting – **agreed**.

**06/13 INFORMATION EXCHANGE:**

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

**07/13 CORRESPONDENCE:**

Correspondence received for circulation was noted.

**08/13 DATE OF NEXT MEETING:**

The first Meeting of Shotgate Parish Council for the year 2014 is scheduled for Tuesday 14th January, 2013 at 7.30 p.m. at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

The following issues were deferred due to motion requisite not received within time frame of two written requests from councillors to the Clerk in order to give the statutory seven days' notice.

**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.

**09/13 APPRAISAL:**

- (i) To consider suspension of the standing orders in order to re-discuss item (ii) 09/13.
- (ii) Further to receipt of detailed information on substantive benchmark range since the November meeting, to re-visit and re-consider the current pay structure of the Clerk in line with the Contract of Employment.

The meeting ended at 8.40p.m.

Signed .....  
Chairman of the Parish Council

Dated: .....