

# **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 11<sup>TH</sup> JUNE 2013 AT 7.30 P.M.

## **PRESENT:**

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

## **ALSO PRESENT:**

Clerk – Georgina Bassett

Cllr. T. Ball – Leader of Basildon Borough Council

Cllr. M. Buckley – Essex County Council

Transport Representative – Mr. Keith Adler

## **66/13 APOLOGIES FOR ABSENCE:**

Apologies for absence received from Cllr. Hodges and Cllr. Nigel Le Gresley – E.C.C.  
Cllr. Carole Morris – Basildon Borough Council.

## **67/13 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Annual Parish Council meeting of Tuesday 14<sup>th</sup> May, 2013 were received. An amendment was made “it was proposed by Cllr. Allen and seconded by Cllr. Harrison to elect Cllr. Harrison as Chairman”. Following a vote by Members, Cllr. Knott was elected as the Parish Chairman.

Additional amendment “it was proposed by Cllr. Harrison and seconded by Cllr. Allen to elect Cllr. Allen as Vice-Chairman to the Parish Council”. Following a vote by Members, Cllr. Vickers was elected as the Parish Vice Chairman.

£72.00 should have been the amount recorded for the half share of the SLCC membership with Ramsden Crays.

It was proposed by Cllr. Vickers and seconded by Cllr. Lyons to approve the minutes of the meeting of Tuesday 14<sup>th</sup> May – **agreed**.

## **68/13 DECLARATIONS OF MEMBERS' INTERESTS:**

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

## **69/13 DATE AND TIME FOR ANNUAL PARISH MEETING FOR 2014:**

Consideration of date for 2014 Annual Parish Meeting was reviewed.

It was proposed by Cllr. Vickers and seconded by Cllr. Lyons for this to be on the same day as the May Parish Council meeting - **agreed**.

## **70/13 TO APPOINT TWO ADDITIONAL MEMBERS TO PERSONNEL COMMITTEE:**

Aside from the Chairman, two additional councillors to be appointed onto the Personnel Committee.

It was proposed by Cllr. Knott to retain the Personnel Committee, seconded by Cllr. Harrison – **agreed**.

It was proposed by Cllr. Harrison and seconded by Cllr. Knott for Cllr. Vickers to be on the Personnel Committee - **agreed**.

It was proposed by Cllr. Knott and seconded by Cllr. Vickers for Cllr. Lyons to be on the Personnel Committee.

**71/13 COMMUNICATION – AGENDA/MINUTES – RED FOLDER:**

Cllr. Knott proposed Cllr. Allen who confirmed he was prepared to continue with this responsibility to update the Parish Council Notice board and red folder in Wickford Library – **agreed**. Cllr. Allen was thanked in his previous efforts of this.

**72/13 PUBLIC TO BE HEARD:**

- (i) Mr. Adler confirmed he had attended the meeting on 14<sup>th</sup> May as the Transport Representative and wished for this to be noted. Members have no objection to this record and future records of Mr. Adler as the Transport Representative on the attendance of minutes.
- (ii) Attended a Transport Meeting earlier today. Road closures and Highway closures will communicate in the future.
- (iii) Bus shelter Southend Road – Bridge Road corner windows broken – Clear Channel has fixed this – Cllr. Mowe assisted in this development.
- (iv) New bus timetables have now been installed at Shotgate.
- (v) Requested sticker at bus stop flag by the Post Office be removed.
- (vi) First Representatives were asked about the revamp and lack of timetables available on the buses.
- (vii) Revamp between the Swan and the bus station will be reviewed in August.
- (viii) Chelmsford 14 and 15 do not stop opposite the Swan. Reason provided is unable to park sharply safely and obstruct the crossing zig zag lines at the Swan. Elm Road will now have a flag for safe alighting.
- (ix) Mr. Adler will attend a Transport Representatives meeting at Rochford this Thursday for consideration of attendance in the future.

**73/13 BOROUGH/COUNTY COUNCILLORS' REPORT:**

Oral updates were received from District/County Councillors:

Cllr. T. Ball – has formally objected as ward member to BBC planning department on highways grounds and that the council should not be losing much needed employment land to housing.

Cllr. Ball will do his best to let the residents of Bruce Grove and Shotgate Parish Council know when this item was going to BBC Development Control Committee.

He confirmed that a £1m community fund has been set up by BBC for community groups to bid for capital projects of more than £2k that will make a difference to the community.

Cllr. M. Buckley – second cycle of meetings for Essex County Councillors has commenced. Local Authority Mortgage Scheme to assist young people into home ownership is scheduled to be launched at the beginning of September 2013.

Cllr. Buckley was asked when the Highways Panel is scheduled to meet next and he confirmed later in June 2013.

**74/13 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 for Councillors/representatives to give verbal reports only on any reports not yet circulated was provided. These were all received.

## 75/13 FINANCE:

The recommendations from the Finance and General Purposes Committee Meeting on 6<sup>th</sup> June, 2013 were considered/noted:

- (a) Recommendation that Standing Orders would be circulated to members prior to the meeting on 11<sup>th</sup> June. To defer decision to July meeting and the Personnel Committee part of these Standing Orders be reviewed at the first Personnel Committee meeting and this part of the Standing Orders to be amended at that time.
- (b) Finance Regulations:  
Recommendation to review decision on the amendments to the July meeting.
- (c) Terms of Reference:  
Recommendation to the Finance and General Purpose Committee Terms of Reference agreed this be deferred for a decision at the July meeting.  
Proposed by Cllr. Knott to defer all the above, seconded by Cllr. Vickers – **agreed**.

Finance:

- (a) To note that the bank statements were reconciled for January/February/March/April and May 2013.
- (b) To note payment to Shotgate Baptist Church – Hall Hire £72.00.

Projects:

Recommendations/updates were received on the following:

- (i) ECC funding – Expression of Interest form and equipment for the park area.  
It was **agreed** to defer the information supplied from Cllr. Hodges to a Working Party prior to the July Parish Council meeting to ensure completion for the deadline of the Expression of Interest Form.
- (ii) It was noted that receipt of two separate invoices for installation of the pathway for the project in the park had been received by the Clerk.
- (iii) It was noted that the costings for both park pathways were within budget:  
Veolia – Perimeter Pathway.  
Meadow Walk Pathway and costings for picnic area/benches etc.
- (iv) The Clerk confirmed that the commencement of the two pathways commenced Monday 10<sup>th</sup> June. The additional items for the Meadow Walk project will be installed when the pathways are completed.

Allotments:

It was proposed by Cllr. Lyons and seconded by Cllr. Vickers that an additional payment of £36.00 be allocated for hall hire for Shotgate Allotment Association for 2013/14 in addition to the outstanding £12.00 for the final payment of last year's budget agreed finance total of £36.00 of which the £12.00 is to be paid after the June Allotment's meeting.

This was noted.

Change of Account Signatories Mandate:

It was **agreed** that members signature of relevant sections and removal of ex signatories be circulated for completion and return to the Clerk.

This was noted.

It was confirmed that the May bank statement had been reconciled at the Finance and General Purposes Committee Meeting but was available for all members to review.

Payments considered:

Clerk/Responsible Financial Officer June 2013 salary/expenses	£534.23
AoN Insurance Renewal	£732.68
Post Office – Tax/N.I. – April – June 2013	£402.72
ABLC 2013/14	£ 20.00

Proposed by Cllr. Allen and seconded by Cllr. Harrison for the clerk to speak to EALC Executive re the £732.68 to see if can be reduced further. It was **agreed** if the amount is not reduced that the Clerk is to pay this amount.

Proposed by Cllr. Knott and seconded by Cllr. Allen to approve all other payments – **agreed**.

**76/13 PLANNING:**

**Application No: 13/00407/FULL.** Proposed replacement garage.

**Location:** 6 Bakers Farm, Shotgate, Wickford, Essex.

No objection.

**Application No: 13/00454/FULL.** Construction of 4 bedroom detached house.

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

Not received the planning application in hard format. Parish Council unable to comment. The Clerk to write to Basildon on this issue.

**Decided:**

**Application No: 13/00209/TPOBAS.** 2-3 metre crown reduction to oak tree and removal of deadwood.

**Location:** 35 Fanton Chase, Shotgate, Wickford, Essex.

**Application No: 13/00309/COND.** Discharge of conditions attached to 11/00261/FULL.

**Location:** Play Area, Wethersfield Way.

**77/13 REPORT – CLERK:**

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

**78/13 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:**

Questions were raised by a resident through the Parish Council on the concern re traffic calming as residents had been advised this would only be resolved after residents completed a survey. Question also raised is it feasible to complete the traffic calming.

Cllr. Ball informed the Parish Council that Highways has confirmed to Basildon that it will be finalised.

Cllr. Buckley confirmed he would liaise on behalf of the Parish Council to request for a date when any of the issues will commence under S106.

**79/13 ECC HIGHWAYS ISSUES:**

Review on updates from Essex County Councillors 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.

Cllr. Buckley, as a newly appointed ECC councillor requested an outstanding list to assist him to pursue these issues.

**80/13 NEWSLETTERS 2013:**

The recommendations of the Communications Working party in relation to future newsletters was noted. That due to cancellation of three Parish Council Meetings, the Parish Clerk as per delegation of the newsletter arranged for printing of the March edition.

- (i) Cllr. Fred Lyons to remain as Chairman.
- (ii) Newsletters March, June, September and December.
- (iii) Deadline for input first month, delivery by the end of the month.
- (iv) Format as previously, three black and white, possibly one colour.
- (v) Clerk to contact Cllr. Morris to confirm if next and subsequent newsletters available for

printing at £15.00.

To note the update on June Newsletter and distribution after 17<sup>th</sup> June, 2013. Notice on the notice board re the park development 3-4 weeks would assist residents.

Noted that not all residents within the Parish received copies of the newsletter.

**81/13 ALLOTMENTS:**

The minutes from the March meeting from the Shotgate Allotment Association progress for the search for available land within the Shotgate vicinity were noted. The Clerk will enquire of the May minutes.

**82/13 DRAINAGE ISSUES AT SHOTGATE:**

- (i) The update on Anglian Water on the drainage issues highlighted within Shotgate and its site visit.
- (ii) Update on a water leak at Bruce Grove is that it has now been resolved. Proposed by Cllr. Vickers and seconded by Cllr. Knott to move from the agenda and if necessary restate at a later date – **agreed**.

**83/13 PARISH PLAN:**

The recommendations for decision by Full Council from the Working Party on the following issues and consideration that due to cancelled Parish Council meetings item (ii) was unable to be considered in sufficient time scale for this project:

- (i) Review litter issues.
- (ii) Best Garden in Shotgate.
- (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. Knott and seconded by Cllr. Lyons that is deferred for consideration to the July meeting – **agreed**.

**84/13 RECREATIONAL FACILITIES PROJECTS:**

The latest correspondence on invoices/commencement of works were noted:

- (i) Meadow Walk Pathway and Picnic Area – is that it commenced work on 10<sup>th</sup> June and should be completed in four – six weeks total.
  - (ii) Perimeter Pathway – this should be finalised within four weeks.
- Cllr. Vickers has offered to take photograph as working in progress for Veolia.

**85/13 STREET SIGN/DOG WASTE BIN/BINS:**

- (i) Consideration for additional dog waste bin at junction of Bawdsey Path and Hodgesons Way put forward by Cllr. Hodges.
  - (ii) Update from Basildon Borough Council reaffirming request for bins at the locations of the newly sited equipment within its 2013/14 budget.
- Proposed by Cllr. Knott to defer to the next meeting – **agreed**.

**86/13 COMMUNITY INITIATIVES FUND – ESSEX COUNTY COUNCIL:**

Submission of a project within Shotgate with costings for completion of an Expression of Interest form prior to August 2013 with full application early September 2013 to be considered.

Traffic controlled pedestrian/zebra crossing/middle island across Southend Road near the junction of Bakers Close – E.C.C. Highways Panel representative involved.

**Cllr. Lyons left the meeting 08:58 p.m. – returned 09.00 p.m.**

- (i) Reinstatement of the Children’s Play Equipment in the top park Bawdsey Path and new bench.
- (ii) One additional item of play equipment in main park.
- (iii) Wire/zip runway in Shotgate park.
- (iv) Upgrade two of the existing park benches and install new rubbish bins.
- (v) Upgrade the park entrances from Southend Road and Fanton Gardens.
- (vi) Sensory Garden.
- (vii) Additional dog and rubbish bins throughout the Parish.
- (viii) Repainting of bollards adjacent to shops at Southend Road.

Proposed by Cllr. Knott to defer to the July meeting with a Working Party beforehand.  
Seconded by Cllr. Vickers – **agreed**.

**87/13 INFORMATION EXCHANGE:**

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

**88/13 CORRESPONDENCE:**

Correspondence received for circulation noted.

**89/13 DATE OF NEXT MEETING:**

The next Meeting of Shotgate Parish Council on Tuesday 9th July, 2013 at 7.30 p.m. at Shotgate Baptist Church Hall, Bruce Grove, Shotgate was noted.

The Parish Clerk and Cllrs. Ball and Buckley left at 09:05 p.m.

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.

**90/13 CLERK/RESPONSIBLE FINANCIAL OFFICER’S SALARY STRUCTURE/PENSION CONSIDERATION:**

- (i) The pension contribution by the Parish Council for its employee was reviewed. It was decided that at present it was too complex an issue to resolve. Cllr. Vickers volunteered to contact EALC to find out more about the subject.
- (ii) The Clerk’s Salary Scale as in the Contract of Terms of Conditions (6.2) was reviewed. Cllr. Harrison proposed and Cllr. Knott seconded an increase to the Clerk/RFO’s hourly rate by one point on the spinal column table for nationally agreed rates for LC1 grade from spinal column point 20 to spinal column point 21 (increase of 35p per hour). This will be backdated to mid November 2012.

The meeting ended at 9.25 p.m.

Signed .....  
Chairman of the Parish Council

Dated: .....