

# **Shotgate Parish Council**



Chairman: Keith Allen

Vice Chairman: Peter Vickers

MINUTES OF THE MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE, ON TUESDAY 8<sup>TH</sup> MARCH 2016 AT 8.00 P.M.

## **PRESENT:**

Councillors: K. Allen, P. Vickers, D. Harrison, G. Fanthorpe, M. Biddle, J. Woolf and M. McClenaghan

## **ALSO PRESENT:**

Shotgate Parish Clerk – Georgina Bassett  
2 Members of the Public

## **43/16 APOLOGIES FOR ABSENCE:**

No apologies for absence received.

## **44/16 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Extraordinary Meeting of Shotgate Parish Council on Thursday 18<sup>th</sup> February, 2016 were approved as an accurate record. Proposed by Cllr. Vickers and seconded by Cllr. Fanthorpe – **agreed**.

## **45/16 DECLARATIONS OF MEMBERS' INTERESTS:**

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

## **46/16 PUBLIC TO BE HEARD:**

No questions from the public were received.

## **47/16 FINANCE:**

- (i) The February bank statements were reconciled. Proposed by Cllr. Harrison and seconded by Cllr. Vickers – **agreed**.
- (ii) The payment of the following were agreed:

Clerk/Responsible Financial Officer March 2016 salary/expenses	£779.00
Hall Hire – from 16 <sup>th</sup> November to 8 <sup>th</sup> March (extra meetings)	£132.00
Tax/N.I. January – March 2016	£671.04

It was proposed by Cllr. Vickers and seconded by Cllr. Biddle to defer a decision on attendance at Playground Inspection Training for Cllr. Vickers and the Parish Clerk until ascertained by Basildon what their checklist is for inspection as the Parish Council will be paying towards this when the new equipment has been installed in Crouch View and Bawdsey Path.

Update received that only two new members applications are for process with Barclays Bank. Barclays Bank account at £32,064.14 and Co-operative bank account figures of £1,888.12 to be finalised with the bank statement up to 29.02.16.

#### 48/16 PLANNING APPLICATIONS:

**Application:**

**Application No: 16/00120/FULL.** Construction of one dwelling.

**Location:** Land adjacent to Claygate, Enfield Road, Shotgate, Wickford, Essex.  
No comment.

**Application No: 16/00137/FULL.** Construction of a single-storey building ancillary to the existing operation at Chester Hall Precision Engineering Limited.

**Location:** Chester Hall, Hurricane Way, Shotgate, Wickford, Essex.  
No comment.

**Application No: 16/00136/FULL.** Proposed extension to existing pavilion to form additional changing rooms, club/function room, meeting room, kitchen and toilets.

**Location:** Wickford Town, FC, Bartlett Park.

No objection. The only comment is that the site for allocation with 100 cars to park was that this would be sufficient for all the parking and that no cars to be parked on adjacent roads.

**Application No: 16/00201/FULL.** Single storey side and rear extension.

**Location:** 235A Southend Road, Wickford, Essex.

No objection.

**Application No: 16/00208/FULL.** Single storey side and rear extension and internal alterations.

**Location:** 31 Sandown Road, Shotgate, Wickford, Essex.

No objection.

**Basildon 2016 Local Plan Consultation:**

The Parish Council considered its response to this consultation and **agreed** to send a letter seen by all members.

**Replacement Waste Local Plan:**

The Parish Council considered its response to this consultation on [mineralsandwastepolicy@essex.gov.uk](mailto:mineralsandwastepolicy@essex.gov.uk) and **agreed** for no comment.

**Proposal for Strategic Development:**

The Parish Council considered its response to the consultation on [Proposal for Strategic Development \(transportation\) and Community Infrastructure Pre-application Consultation Page](#) and it was **agreed** for no comment.

**Rural Planning Review:**

The overview of the planning system for responses was considered. [RuralPlanningReview@communities.gsi.gov.uk](mailto:RuralPlanningReview@communities.gsi.gov.uk) and it was **agreed** for no comment.

#### 49/16 PROJECTS/POLICIES UNDER REVIEW WITHIN SHOTGATE PARISH:

- (i) Awaiting a meeting with the supplier at Bawdsey Path for site meeting for precise location of equipment. All three park areas should start installation during April. Consideration of stepping stones to be laid due to waterlog to entrance to the park area at Bawdsey Path – costings etc. will be reviewed at the site meeting.
  - (ii) No further advancement from the Working Party on projects within the community for the budget for 2016/17. Requests received from residents/included in the newsletter for picnic tables near the bomb shelter under the trees in the main park. A request for the north area to be tidied in the park with consideration for picnic area/skateboard with benches/seating provisions in Shotgate, including the main football area.
  - (iii) No findings received to date from the Working Party for a project at the area in the main park behind the MUSA.
- (ii) and (iii) to be reviewed together with the Working Party for next meeting – **agreed**.

- (iv) The Shotgate Parish Council Newsletter was considered for printing and distribution costings from a local company. It was proposed by Cllr. Allen for a budget of £70.00 for the above for distribution and seconded by Cllr. Biddle – **agreed**. This will be sent to the printers over the next couple of days. It was **agreed** that the future presentations of the Newsletter would be reviewed by a Working Party for consideration by the Parish Council prior to the next issue.
- (v) Unpaid work of the Essex Community Payback within the Parish was considered. It was proposed by Cllr. Vickers and seconded by Cllr. McClenaghan that a working party would review the Parish for clearing, cleaning, painting etc. to be put onto the list for this project – **agreed**. The Parish Clerk and Cllr. Vickers will liaise. Subject to approved working in the parish, councillors to assist with access to toilet facilities and refreshment on the appointed day(s) and an approval, up to an agreed amount by the Parish Council to be outlaid for paint, brushes etc. for these tasks to be carried out.
- (vi) The Queen's 90<sup>th</sup> Birthday celebrations were considered and Cllr. Biddle and Cllr. Woolf will pursue this via a suitable card from Shotgate Parish Council – **agreed**.
- (vii) Costings for minutes to be bound professionally were not available for review. To be deferred to the April meeting.
- (viii) The Parish Council **agreed** for a working party to go forward with enquiries for an AED – Automatic External Defibrillator within the Parish with a proposal to the Parish Council and an enquiry to be made for the location of an external site with electricity access.
- (ix) It was **agreed** to collect costings for a laminated desk name badges for Parish Councillors and metal pin badges personalised with councillor names and Shotgate Parish Council. Cllr. Vickers to assist.
- (x) Tailored Training for councillors on Monday 11<sup>th</sup> April at 7.00 p.m. It was confirmed that 5 councillors are attending. Costing will be £260.00 for 5 councillors plus possibly one additional person attending and the cost of mileage by the tutor to be paid.
- (xi) The feasibility of a Shotgate Community chat group or something similar – social media was considered and Cllr. McClenaghan will report back for the future.

**50/16 ESSEX POLICE:**

The Parish Council noted the recent update circulated from Essex Police.

**51/16 INTERNAL REPORT:**

No recommendations from the internal auditor received in a draft report to date, this will follow.

**52/16 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.

**53/16 UPDATES – CLERK:**

Members noted various updates circulated prior to the meeting.

**54/16 BOROUGH/COUNTY COUNCILLORS' REPORT:**

No oral updates received from Basildon Borough and Essex County Councillors.

**55/16 ECC HIGHWAYS/BASILDON ISSUES:**

Issues raised with County and Borough Council/Councillors and if any action has been resolved:

- (i) No update received on the condition of the hazards on the pathway at Blake Hall entrance to Manston park to be considered for repair by ECC.

- (ii) Highways Panel Meeting in May will review the issue for yellow lines on the bend in Southend Road, both sides of the road past the post office and the care home through to the junction with the main Southend Road.
- (iii) The parking on the bend at Alicia Avenue with a request for yellow lines at this point was reviewed Cllr. Buckley to be asked for his support.
- (iv) Cllr. Le Gresley thanked for his support in trying to obtain improvements to crossing roads within the Parish.

**56/16 TO RECEIVE ANY INFORMATION FOR ABLC INFORMATION EXCHANGE:**  
No agenda items received for the ABLC representative.

**57/16 TO NOTE CORRESPONDENCE:**  
Correspondence received for circulation was noted.

**58/16 DATE OF NEXT MEETING:**  
The next meeting of Shotgate Parish Council will be on Tuesday 12<sup>th</sup> April, 2016 at Shotgate Baptist Church Hall, Bruce Grove, Shotgate at 7.30 p.m .

The Parish Council Meeting ended at 9.10 p.m.

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Chairman Parish Council

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Dated

YET TO BE APPROVED BY THE PARISH COUNCIL