

## Shotgate Parish Council



Chairman: Paul Knott

Vice-Chairman: Peter Vickers

MINUTES OF THE ANNUAL MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE, ON TUESDAY 14<sup>TH</sup> MAY 2013 – COMMENCED AT THE LATER TIME OF 8.15 P.M.

### **PRESENT:**

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

### **ALSO PRESENT:**

Clerk – Georgina Bassett

Cllr. T. Ball – Leader of Basildon Borough Council

Cllr. M. Buckley – Essex County Council

### **25/13 ELECTION OF THE CHAIRMAN:**

It was proposed by Cllr. Allen and seconded by Cllr. Harrison to elect Cllr. Harrison as Chairman.

It was proposed by Cllr. Lyons and seconded by Cllr. Vickers to elect Cllr. Knott as Chairman. Following a vote by members, Cllr. Knott was elected as the Parish Chairman.

Cllr. Knott duly signed the acceptance of office.

### **26/13 APOLOGIES FOR ABSENCE:**

Apologies for absence were received from Cllr. Carole Morris.

### **27/13 ELECTION OF THE VICE-CHAIRMAN:**

It was proposed by Cllr. Harrison and seconded by Cllr. Allen to elect Cllr. Allen as Vice-Chairman.

It was proposed by Cllr. Knott and seconded by Cllr. Lyons to elect Cllr. Vickers as Vice-Chairman to the Parish Council.

Following a vote by members, Cllr. Vickers was elected as the Parish Vice-Chairman.

### **28/13 DECLARATIONS OF MEMBERS' INTERESTS:**

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

### **29/13 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Parish Council meeting of Tuesday 8<sup>th</sup> January, 2013 were received and approved as an accurate record. Proposed by Cllr. Knott and seconded by Cllr. Allen – **agreed**.

### **30/13 REVIEW OF TERMS OF REFERENCE OF COMMITTEES:**

- (i) Proposed by Cllr. Vickers and seconded by Cllr. Harrison to convene a meeting of the Finance and General Purposes Committee to review the terms of reference - **agreed**. Meeting to be arranged.
- (ii) It was **agreed** to review the Planning and Environment Committee terms of reference at its first meeting.

**31/13 DATES AND TIMES FOR PARISH COUNCIL/COMMITTEE MEETINGS FOR 2013/2014:**

It was **agreed** to continue the Parish Council meetings in 2014 for the second Tuesday of each month after confirmation with the Church.

**32/13 RECEIVE NOMINATIONS TO EXISTING COMMITTEES/ REPRESENTATIVES/ WORKING PARTIES:**

It was noted that the Chairman and Vice-Chairman are ex officio on the Planning and Finance Committees.

It was proposed by Cllr. Harrison that in addition to ex officio of the Chairman and Vice-Chairman that all members are on the Finance and Planning Committees and working parties. Seconded by Cllr. Vickers – **agreed**.

It was noted that the Chairman is ex officio at the Personnel Committee meeting. This item was deferred. Two other councillors to be appointed to the Personnel Committee.

It was **agreed** to appoint the Chairman at the first of the Finance and Planning Committee meetings.

Representatives:

Essex County Council – Parish Transport Meetings – it was **agreed** that Keith Adler continue to represent the Parish Council. Mr. Adler was thanked for his attendance at these meetings.

ABLC meetings. It was proposed by Cllr. Harrison and seconded by Cllr. Lyons for Cllr. Allen to continue to represent the Parish Council - **agreed**.

**APPOINTMENT OF ANY NEW COMMITTEES**

No additional requests for committees were received.

**33/13 REVIEW AND ADOPTION OF APPROPRIATE STANDING ORDERS/FINANCIAL REGULATIONS**

It was proposed by Cllr. Knott to review the Standing orders and the Financial Regulations in line with the internal audit at the first Finance and General Purposes Committee meetings. It was seconded by Cllr. Lyons - **agreed**.

**34/13 COMPLAINTS PROCEDURE – COUNCIL’S PROCEDURES FOR FREEDOM OF INFORMATION ACT 2000 – DATA PROTECTION ACT 1998**

It was proposed by Cllr. Harrison that the above is not reviewed any further at this instance. It was seconded by Cllr. Vickers - **agreed**.

**35/13 DECLARATIONS OF INTEREST:**

Members noted that any changes in declarations of interest should be completed within 28 days and returned to the Parish Clerk for online updating. It was noted that Cllr. Allen, Cllr. Vickers, Cllr. Harrison, Cllr. Hodges, Cllr. Lyons and Cllr. Knott do not have any changes at this time.

**36/13 PUBLIC TO BE HEARD:**

Mr. Keith Adler, the Transport Representative provided an update on transport issues, including:

- No change at present to the future 225 from Shotgate, Nelson’s Depot to Wickford.
- The Real Time passenger system has been turned off and are scheduled to be revamped.
- Route 25 service now has low floor easy access for passengers. From 5<sup>th</sup> May 2013 it has new timetables, yet to be printed and provided at the bus stops. This service now stops at Basildon Bus Station, not Basildon Hospital.
- First ticket machines accept passes.

- Passenger Transport thanked the Parish Council for providing it with a copy of the newsletter.

Mr. Adler, will enquire of the First representative to supply the Parish Council with copies of the timetables to be available for residents.

### 37/13 BOROUGH/COUNTY COUNCILLORS' REPORT:

Oral updates were received from District/County Councillors.

Cllr. Tony Ball thanked the previous Shotgate Chairman, Cllr. Harrison and congratulated the newly appointed Cllr. Knott and gave thanks to the Transport Representative, Keith Adler.

A First Bus representative is shortly appearing at Basildon Borough Council for an update on travel re the 25. Cllr. Michael Mowe can be e-mailed for assistance on this issue.

Council Tax was frozen in February. More investment for improvements into the Memorial Park at Wickford including, trees etc. New toilets have been provided and successfully maintained to date. The Community café is being reviewed for the future. £1 million community investment fund available to bid for on 6<sup>th</sup> June and will be on the Borough diary.

Enquiry made as to whether the Parish Council can be represented on the Travel Committee meetings. Cllr. Ball will report back to the Parish Council.

Cllr. Malcolm Buckley, newly appointed Essex County Councillor, confirmed that economic issues are being reviewed along with a repair programme for pot holes – budget £2.3 billion for Essex County Council. Smarter ways of delivering with savings are being reviewed in all aspects of ECC improvements.

Cllr. Buckley confirmed that major repairs for pot holes etc. within the Parish should be requested via ECC Highways or Essex County Councillors.

### 38/13 REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS:

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

Cllr. Hodges updated on a site meeting in the park with a representative for consideration of possible bids to the new CIF. The start date for the two pathways has yet to be confirmed and this is also reliant upon receipt of invoices for two separate fixed pricings.

### 39/13 FINANCE:

- (i) It was proposed by Cllr. Knott and seconded by Cllr. Lyons to defer the reconciliation of the January/February/March/April bank statements to the Finance and General Purposes Committee - **agreed.**

It was proposed by Cllr. Harrison and seconded by Cllr. Vickers to note (ii) to (iv) – **agreed.**

(ii)	Clerk/Responsible Financial Officer February 2013 salary/expenses	£556.73
(iii)	To note payment:	
	Clerk/Responsible Financial Officer March 2013 salary/expenses	£516.63
	Payment of Tax/Ni Contribution – Post Office	£402.72
(iv)	To note payment:	
	Clerk/Responsible Financial Officer April 2013 salary/expenses	£527.03

It was proposed by Cllr. Harrison and seconded by Cllr. Vickers to pay (v) to (ix) – **agreed.**

(v)	Clerk/Responsible Financial Officer May 2013 salary/expenses	£509.68
(vi)	Clerk – ½ of £20.00 submission of General Power of Competence	£10.00

(vii)	SLCC subscription ½ with Ramsden Crays	£72.50
(viii)	Don Morris – printing March newsletter	£15.00
(ix)	EALC – Essex Association of Local Council 2013/14 Affiliation Fees	£517.37

**40/12 FIXED ASSETS REGISTER:**

It was proposed by Cllr. Knott and seconded by Cllr. Lyons to review and agree the fixed assets register for insurance replacement for 2013/14 – **agreed**.

**41/12 YEAR END – EXTERNAL AUDIT:**

The Parish Council reviewed the figures and **agreed** prior to signature by the Parish Clerk and the Chairman to send to the internal auditor for their completion and then onward to external auditor. Proposed by Cllr. Harrison and seconded by Cllr. Vickers.

**42/13 INTERNAL AUDIT:**

- (i) Standing Orders – amend to reflect the adoption of 2012 Code of Conduct and the rescinding of the Power of Wellbeing in 2012 (replaced by the General Power of Competence) (as in 33/13 above).
- (ii) Review of Complaints Procedure (as in 34/13 above).
- (iii) Fidelity cover – insurance review – automatically raised to £250,00.00 by AoN.
- (iv) To note that HMRC guidance are introducing RTI from April 2013.

**43/13 PLANNING:**

Noted:

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

**Location:** Play Area, Wethersfield Way, Shotgate, Wickford, Essex.

**Application No: 13/00372/OUT** – Outline application for the demolition of existing buildings at Units 1-6, NIBS bus depot and Fortress Windows and construction of residential property.

**Location:** 1 Bruce Grove, Shotgate.

Proposal by Cllr. Harrison to oppose residential development on the industrial site. Seconded by Cllr. Knott - **agreed**.

Grounds for objection are on highways issues relating to Bruce Grove, lack of required infrastructure for the development and the site should remain for industrial use. Proposed by Cllr. Harrison and seconded by Cllr. Allen – **agreed**.

**Application No: 13/00030/FULL.** Variation of condition no. 3 (to allow opening hours of 6.30 a.m. to 9.00 pm. Monday to Saturday and 7.30 a.m. to 9.00 p.m. on Saturdays) attached to planning consent reference no. 12/01081/FULL.

**Location:** Gallies Removals Ltd, Russell Gardens, Shotgate, Wickford, Essex. **Granted.**

**Application No: 12/01081/FULL.** To change the use of the premises, currently only allowed to be used for the business of removals, to wider general use of B8 (warehouse, storage and distribution).

**Location:** Gallies Removals Ltd, Russell Gardens, Shotgate, Wickford. **Granted.**

**Application No: 12/01125/LDC.** To establish the lawfulness of a single storey rear extension.

**Location:** 55 Fanton Chase, Shotgate, Wickford, Essex. **Granted.**

**Application No: 12/01205/DEMBAS.** Demolition of existing dwelling house.

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

**Application No: 13/00057/TPOBAS.** Works of maintenance and 30% reduction to oak tree (TO1) protected by TPO/14/87. **Refused.**

**21.55 Cllr. Hodges made his apologies and left the meeting.**

**44/13 REPORT – CLERK:**

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

**45/13 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:**

It was noted that no additional responses to the letter sent to ECC and Basildon (January 2013) in complaint of the lack of communication with the Parish Council prior to signing off the S106 variation and subsequent requests as to the reasoning following this action had been received.

**46/13 ECC HIGHWAYS ISSUES:**

The following updates on issues from Essex County Councillors on the resolving of the outstanding highways issues were reviewed:

- (i) Potholes – to enquire of newly appointed councillors.
- (ii) Litter/Parking and other issues at Southend Road/London Road – Oak Avenue – Shotgate. Enquiry of newly appointed councillors.
- (iii) Loose kerbs within Shotgate. Enquire of newly appointed councillors.
- (iv) Broken concrete bollards outside 280 Southend Road. The Parish Clerk to liaise with Cllr. Buckley.

**47/13 BUS SHELTER – SOUTHEND ROAD:**

Members noted the following issues had been resolved:

- (i) New road bus markings put on the road and old markings burnt off.
- (ii) Raising of the kerb to assist bus passengers.

**48/13 NEWSLETTERS 2013:**

Members noted the recommendations of the Communications Working party in relation to future newsletters and 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.

It noted that due to cancellation of two Parish Council Meetings, the Parish Clerk as per delegation of the newsletter arranged for printing of the March edition.

It was **agreed** that due to the delay of previous meetings that the issues be deferred to the Working Party.

**49/13 ALLOTMENTS:**

The latest minutes/update received from the Shotgate Allotment Association on progress for the search for available land within the Shotgate vicinity were noted.

**50/13 TEMPORARY FOOTBALL PITCH AT SHOTGATE PARK:**

The enquiry from Martin Grant Homes referred to Basildon Borough Council for possible use of a football pitch in the park was noted.

**51/13 DRAINAGE ISSUES AT SHOTGATE:**

- (i) To receive an update from Anglian Water on the drainage issues highlighted within Shotgate.
  - (ii) Update on a water leak at Bruce Grove – has been resolved.
- It was **agreed** to defer to the next Parish Council Meeting.

**52/13 PARISH PLAN:**

To note 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 **agreed** to defer the above to the next Parish Council Meeting.

**53/13 BULB PLANTING:**

The update on the bulb planting within Shotgate from Cllr. Vickers was noted.

**54/13 REPAIRS TO FORECOURT IN FRONT OF PHARMACY, POST OFFICE, CHINESE RESTAURANT:**

Consideration to responses for repairs by the Parish Council received from landlords of the forecourts at the above location off Southend Road, Shotgate was noted and it was **agreed** for this to be monitored as some repairs have been resolved.

**55/13 RECREATIONAL FACILITIES PROJECTS:**

The latest correspondence for commencement of works in (i) and (ii) was noted as in 38/13 above.

- (i) Meadow Walk Pathway and Picnic Area.
- (ii) Perimeter Pathway.

**56/13 STREET SIGN/DOG WASTE BIN/BINS:**

- (i) Consideration for additional dog waste bin at junction of Bawdsey Path and Hodgsons Way – defer to next Parish Council Meeting.
  - (ii) Decision awaited from Basildon Borough Council to reaffirm request for bins at the locations of the newly sited equipment within its 2013/14 budget.
- It was **agreed** to defer these issues to the next Parish Council Meeting.

**57/13 SHOTGATE SURGERY:**

Consideration for a councillor as representative on the Patient Participation Group (PPG). Cllr. Allen to be appointed as representative – **agreed**.

**58/13 COMMUNITY INITIATIVES FUND – ESSEX COUNTY COUNCIL:**

To consider 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. Issues for consideration:

Traffic controlled pedestrian/zebra crossing across Southend Road near the junction of Bakers Close – ECC Highways Panel.

- (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. Harrison and seconded by Cllr. Allen that Chairman and Vice-chairman authorised to review – **agreed**.

**59/13 COMMUNITY CYCLE PARKING SCHEME:**

Consideration to apply for free Cycle Parking.

- (i) Review preferred style and number of cycle parking.
- (ii) Location.
- (iii) Installation cost.
- (iv) Insurance implications.
- (v) Permission to install from relevant land owner.

Proposed by Cllr. Vickers and seconded by Cllr. Lyons to not process this any further – **agreed**.

**60/13 REGENERATION – WICKFORD:**

It was proposed by Cllr. Harrison and seconded by Cllr. Allen that the Parish Council note the views of a Shotgate resident regarding the demise of Wickford High Street and urge Basildon council to take steps to improve the appearance and quality of the Wickford High Street in the interest of Shotgate residents - **agreed**.

**61/13 MEADOW WALK PATHWAY/PERIMETER PATHWAY:**

To note a date for commencement of work on these two projects from Basildon Borough Council. As item 38/13.

**62/13 INFORMATION EXCHANGE:**

Agenda item for ABLC representative to have a Parish Council representative on Basildon Council's Bus Monitoring group.

**63/13 CORRESPONDENCE:**

Noted correspondence received for circulation.

**64/13 DATE OF NEXT MEETING:**

To confirm the next Meeting of Shotgate Parish Council on Tuesday 11th June, 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.

**65/13 CLERK/RESPONSIBLE FINANCIAL OFFICER'S SALARY STRUCTURE/PENSION CONSIDERATION:**

- (i) Review consideration for pension contribution by the Parish Council for its employee.
- (ii) Review Clerk's Salary Scale annually as agreed in the Contract of Terms of Conditions (6.2).

It was **agreed** to defer this item to the next Parish Council meeting.

10.18 p.m. meeting ended.

Signed .....  
Chairman Shotgate Parish Council

Dated .....