

MINUTES OF THE ANNUAL PARISH MEETING OF SHOTGATE HELD AT COMMUNITY HALL, BRUCE GROVE, SHOTGATE, WICKFORD ON TUESDAY 5TH MAY 2010 AT 8.00PM

PRESENT:

Councillors K. Allen, D. Harrison, M. Hodges, D Jerreat (Chairman), N. Levey, F. Lyons (Vice-Chairman) and P. Vickers and Councillor A. Ball – Basildon District Council. G. Bassett – Clerk, Shotgate Parish Council.

ALSO PRESENT:

10 members of the public; 6 guest speakers – Stella Meesters, Mike Hill, P.C. Paul Gutteridge, P.C.S.O. Adam Coombes and P.C.S.O. Lauren Bryant and James Hendry.

1. INTRODUCTION AND WELCOME FROM THE CHAIRMAN

The Chairman, Cllr. Jerreat, welcomed the guests and the members of the public. Cllr. Jerreat then introduced the speakers and referred to the format for the meeting.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C. Morris and D. Morris.

3. MINUTES OF THE ANNUAL PARISH MEETING - APRIL 2009

The minutes of the Annual Parish Meeting held on 21st April 2009 were **agreed** and signed by the Chairman as a true record. Proposed by Cllr. Lyons and seconded by Cllr. Allen.

4. CHAIRMAN'S ANNUAL REPORT

Cllr. Jerreat presented the Annual Report (Appendix A) and confirmed that various issues mentioned in the report were ongoing.

A resident commented that the temporary VAS signs were constantly not working. Cllr. Jerreat replied that E.C.C. Highways are contacted. The signs are movement activated and dependent on the traffic movement require new batteries. A request will be made for a daily check by contractors prior to going off site.

5. PRESENTATIONS

A presentation on Rural Community Council of Essex was received by Field Officer Stella Meesters. RCCE is a charity formed in 1929 to work with local rural communities throughout Essex. Since 1997 RCCE has supported 113 communities complete Village Appraisals and Parish Plans. Village Appraisals are the results of a comprehensive household survey. This is the stage Shotgate has reached with their Parish Plan. Parish Plans take this information further and use the data gathered to create an action plan that outlines suggestions of how to overcome issues in the future. Parish Plans were promoted by the Rural White Paper in 2000.

Village Design Statements are another form of community-led plan, which looks at the physical environment of an area and how it develops. It aims to produce local level guidance for planning applications.

In 2009 the Local Democracy, Economic Development and Construction Act came into force. This included requirements for Local Authorities and other public bodies such as the police, health providers etc. to involve residents in the decision making processes.

The government allocates funding to Essex through the Local Area Agreement, this comes with key targets including National Indicator 4 which is the percentage of people who feel able to influence decisions in the local area. This is a target Essex is trying to improve on.

There has been lots of discussion about how Authorities can meet the Duty to Involve and improve on the NI4 target. One method being highlighted as a way to meet these requirements is community-led planning.

Along with local community actions that can produce change in the area, there are becoming many more opportunities for residents to influence the work of the Local Authorities and Statutory organisations.

Questions asked on this topic included:

Q.	Cllr. Harrison	Define community-led planning?
A.		Community-led-planning is a generic term used to describe community led engagement projects. These include Village Appraisals, Parish/Town Plans, Village/Town Design Statements, Market Town, Heath checks and Community Option Studies.

Cllr. Jerreat thanked Stella Meesters for her presentation.

James Hendry then followed with a presentation on Waste Management, particularly on the introduction of collection of waste food within the community commencing 4th October, 2010. Leaflets will be issued at the end of June. A plastic container will be provided free for householders to collect cooked and uncooked foods and to put with their garden waste. This will then be collected weekly.

Questions asked from the residents included:

Q.	Resident	Why can uncooked food now be mixed with cooked and garden waste?
A.		All this will go through a special heat contained composting procedure (called in-vessel composting) and is able to accept food products from October 2010.

Q.	Cllr. Harrison	Pink sacks – sometimes three to four a week and possibly just one black sack, however difficult to store pink bulky sacks, will this be reviewed?
A.		When food waste comes out of the black sacks, there will be very little which needs collecting weekly from the black sacks. However, this decision must be taken by Elected members.
Q.	Cllr. Harrison	Why not reverse black – pink sack collection?
A.		Decision is political – Ward Councillors.
Q.		As the wheelie bins are deep, is it possible to have degradable to put in to keep clean and reduce smell?
A.		Bin liners will be available but at a purchase price or alternatively residents can use newspaper. Businesses have individually set themselves up at a cost to residents to clean bins.
Q.		Why are their restrictions to amount taken to May Gurney's? Surely this is increasing fly tipping?
A.		There are a lot of restrictions at Barleylands, unable to confirm May Gurney's restrictions. Compared to fly tipping at Thurrock this area is less. The restrictions are due to the strict licensing each site has to have.
Q.		How easy is the small container lid to open in relation to householders cats easily opening and contents spilling out?
A.		The containers have not yet been ordered. Consideration can be made for lockable lids to assist residents, although the caddie is small enough to store in a cupboard, or you can rest something on top.
Q.	Cllr. Hodges	Can dust/fluff go into wheelie bins?
A.		There will be a leaflet to confirm what can/cannot be put into the garden waste bin.

Cllr. Jerreat thanked James Hendry for his presentation and question and answer session.

P.C. Paul Gutteridge and P.C.S.O. Adam Coombes gave a presentation on Neighbourhood Policing Team. Items included were:

The new Chief Constable for Essex is keen to get Police back out on streets as much as possible and this includes the Basildon and Grays area. Time spent after residential burglaries is high, there is a burglary team in the area and this is now dedicated to support victims of burglary and allows remainder of the Police to be out on the street.

Community Resolutions will be brought in effective 1st June to assist in the reduction of paperwork and Police to remain on the street rather than in the office. In certain situations criminals are not arrested. With restorative justice certain conditions must be in place:

1. The suspect must not have a conviction against their name in the last 2 years.
2. Restorative justice can only be initialised on a case where the victim permits it, setting out a reasonable and relevant punishment which has to be agreed also by the suspect.
3. That by carrying out restorative justice it is in the public interest.

It is also down to the officers' reasonable discretion as to whether a statement will be taken. In these circumstances, the victim will be given a reference number.

Questions asked after the presentation were:

Q.		Are Community Resolutions still recorded as crime for statistics and records?
A.		Yes, still reported for records and statistics.
Q.		With the Community Resolution is this still recorded on an individual's record?
A.		Yes, only difference they are not arrested but it is reported at the Police Station.
Q.		Has it been tried successfully before?
A.		Yes in the Thames Valley for 10 years. Statistics showed that under the Neighbourhood Resolution Scheme the re-occurrence of offenders was reduced.
Q.		If teenagers causing nuisance what should resident do?
A.		Use the local mobile number for non-emergency for the area 07875 003503 – local Wickford issues.

Cllr. Jerreat thanked the Police for their presentation.

Mike Hill, Chairman of the Parish Plan Steering Committee gave a presentation of the Parish Plan work to date.

Following initial information sessions presented by RCCE, a committee was formed – a total of 7 residents including 3 Parish Councillors. Further residents are always welcome to join. In April/May 2009, Workshop and Drop-in Sessions were held, attended by local residents. Residents' initial views were considered and subsequently 1,372 questionnaires were issued in November 2009 and 371 were returned completed, containing the views of 842 individuals – which is a good response.

An analysis was undertaken by the Steering Committee to save on costs and a summary was then produced and distributed. The full report, containing the response to each question, was sent to E.C.C., B.D.C., the Community Association, the Church, the Police and the Parish Council and responses requested by 31st May. Copies had also been distributed to local and district councillors.

To date B.D.C. and E.C.C. have responded to say they are grateful for the opportunity to consider the views of Shotgate residents and welcomed the process. To date only residents views have been collected. However, it is intended to consult with the industrial area shortly with a questionnaire. The plan is to draft a Parish Plan Action Plan during the summer for further consultation with the relevant bodies in the autumn, prior to finalisation at or shortly after the turn of the year. It was hoped that the Parish Plan would then be adopted by the various bodies for inclusion in their own planning processes to ensue that the views of the Shotgate community were taken into account.

Although it is funded independently from the Parish Council, thanks go to the local Parish Council primarily for initial funding and also to B.D.C. towards some distribution costs. It has to produce an audit of accounts up to 31st March, 2010 for its AGM in June and currently has £425.00 in its account. Effective June 2010 the Steering Committee will be eligible to apply for funding from R.C.C.E.

Questions asked from the residents included:

Q.	Will the 20mph speed restriction be made permanent?
A.	In the summary this has been discussed. However, in a meeting in December 2009 Cllr. Hume the Cabinet Member in E.C.C. for all traffic issues in Essex commented that it is not at present possible to impose this limit as not a policy in the County. E.C.C. was considering whether to put forward a 20 mph policy for residential areas and was consulting with Portsmouth to learn from its experience. If a policy were to be adopted, Shotgate was considered to be an area potentially suitable for consideration for the speed restriction.
Q.	How can 20 mph be enforced in the area?
A.	Not known. All speed limits anywhere are only

		enforceable if the agents enforce them.
	Cllr. A. Ball	Commented that it would be ideal if the business consultation funding is requested from B.D.C. Renaissance Partnership rather than the Precept.

Cllr. Jerreat thanked Mike Hill for his presentation.

6. DISTRICT/COUNTY COUNCILLORS' REPORT

A report was received from District Councillor A. Ball who mentioned Tony Guyon sadly now deceased employee of Basildon District Council had assisted with improvements for the community of Wickford.

Comments and suggestions from residents of Shotgate included:

Q.		Would the change to the Ward of Wickford under Rayleigh for election affect any large structure within Wickford?
A.	Cllr. A. Ball	No structural changes of Parish Council or District Council. Only with regard to the MP representative in Parliament.
Q.		The area between Rayleigh and Shotgate will further shrubs be planted?
A.	Cllr. Jerreat	This area is being considered for shrubs with E.C.C. Highways and the site line is a major factor in this.

The Chairman thanked the public and speakers for attending the meeting, which closed at 09.40 p.m.

Signed

Date

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APPENDIX A

Shotgate Parish Council



Annual Report

Dear Resident,

This is the third Annual Report published by the Parish Council. It gives you information about the activities of Shotgate Parish Council over the last year (May 2009 to April 2010), as well as financial information and Parish Council contact points.

Yours sincerely,

Dave Jerreat
Chairman, Shotgate Parish Council
2010

April

CHAIRMAN'S REPORT 2009/10

The third year of Shotgate Parish Council has been an active one, following up the outstanding issues from the previous years, issues raised by residents at the Annual Parish Meeting held in May 2009 and throughout the year at Council meetings and on the Council's web-site.

Communication

The Parish Council has held 11 Council meetings, one Annual Parish Meeting and has produced and circulated 4 Newsletters throughout the year. The web-site has been expanded and its design and content, along with the Red Folder held at Wickford Library, is due for a review in 2010/11. The notice board has been effective in keeping residents informed of issues that affect them.

Bus shelters

Behind the scenes there were negotiations between Shotgate Parish Council and Essex County Council to receive funding towards two new bus shelters by the shops. Subsequently, ECC donated two wooden bus shelters to the Parish Council. Additionally, Parish Councillors have made efforts to minimise the effects of the vandalism on the shelters.

Health & Safety

The Parish Council liaised with Basildon District Council to obtain replacement and refurbished litter bins which have now been installed around Shotgate. Footpath 104 at Shot Farm has been cleared and tidied through the involvement of the Parish Council for the benefit of residents and visitors.

Environment

The Parish Council has continuous dialogue with Basildon District Council regarding the removal of dead and unstable trees in addition to pruning overhanging trees and shrubs in Shotgate. Unfortunately, the whips originally planted around the notice

board did not survive and so Basildon District Council kindly provided replacement shrubs. The daffodil and crocus bulbs planted during the year have recently bloomed. Further planting is planned for next year in other areas of Shotgate.

Graffiti

Residents are reminded that the two graffiti clean-up kits donated to the Parish Council by the Crime and Disorder Reduction Panel via the Shotgate Neighbourhood Action Panel are held at Fred Lyons (Butchers) on Southend Road. In addition, Basildon District Council now cleans graffiti off of private property with the owner's permission.

Development and Planning

Although the Parish Council is not a planning authority, Basildon District Council has a legal obligation to consult the Parish Council on all local plans which affect Shotgate residents. To date the Planning Committee has considered 17 planning applications this year. The Parish Council has continued to support residents in pressing both Basildon District Council and Essex County Council for a satisfactory conclusion to the s.106 Agreement concerning the Bridge Works development at the end of Bridge Road.

Hodgson Way

The Parish Council has been actively involved in the pursuit of the repair of the carriageway in Hodgson Way. This feeder road to the Business Park and Industrial Estate has been closed to traffic since 3rd February for reconstruction of the carriageway and its drainage system. Despite the views of residents expressed at the Public Meeting held in December, Bruce Grove was temporarily opened up to all feeder traffic. However, the Parish Council successfully lobbied ECC and the Casualty Reduction Unit to obtain a 20 mph speed limit along Bruce Grove with Vehicle Activated Signs and the presence of a supervised crossing patrol for schoolchildren. It is expected that ECC Highways will open Hodgson Way and close Bruce Grove on 17th May after the drains have been successfully tested.

Highways and footpaths

There has been major reconstruction of the majority of the footpath along Bruce Grove and funding has been earmarked by ECC (Highways) to complete the footpaths eastwards along Bruce Grove from Lucerne Drive and Second Avenue in 2010/11. The Parish Council has applied to the Community Initiatives Fund (Highways) for a grant for additional signage from ECC to deter heavy traffic bound for the Industrial Estate and Business Park from entering Bridge Road and Bruce Grove. ECC (Highways) will be repairing the road surface of Bruce Grove after the extensive repairs to Hodgson Way carriageway have been completed and Bruce Grove has been closed to through traffic. The Parish Council will review the whole area when these works are completed to identify any outstanding issues to be added to the Highways Action Plan and put forward for ECC's Highways Programme.

Village gateway

The gateway feature has been installed at the Hodgson Way roundabout following the Parish Council's success in attracting a £14,000 grant from the Community Initiatives Fund (Highways). A Vehicle Activated Sign has been installed along Hodgson Way at the junction with Blake Hall Drive and further signage will be installed at the gates together with a new Shotgate sign by the railway bridge and new signage at the roundabout after Hodgson Way is re-opened.

Recreation Ground

The Parish Council was successful in obtaining a grant of £11,500 from the Community Initiatives Fund towards two items of play equipment in the park. It is intended that these items will be procured and installed within the forthcoming year.

Parish Plan

Following the Parish Plan workshop and the drop-in session at the Baptist Church, a community-led Parish Plan Steering Committee was set up in July to produce a Parish Plan for Shotgate. Three councillors have been formally appointed as the Parish Council's representatives on the Committee. The Committee devised a questionnaire and has published analysis of the results. In recognition of the Parish Council's early initiatives and their continued support to this Committee, including contributions towards printing/production costs, hall hire etc., the Council has recently received funding of £2,000 from the Rural Community Council of Essex to cover production costs of the Parish Plan.

Training

The Council has adopted a Statement of Training Intent programme for staff and councillors to ensure they receive appropriate training throughout the year and have the necessary knowledge and professionalism to serve its residents.

Networking

Members of the Parish Council regularly attend liaison meetings with other agencies and representatives from other parish councils to share knowledge and experience. Currently, the Chairman of the Basildon Association of Town and Parish Councils is a Shotgate parish councillor.

Representation

The Parish Council has commented on documents received from the District and County Councils and other agencies. The Parish Council always takes the opportunity to respond on issues relevant to Shotgate.

Parish Council Members throughout 2009/10:

Dave Jerreat (Chairman) 1 Fourth Avenue SS11 8RQ	Tel: 01268 761194
Fred Lyons (Vice-Chairman) 324a Southend Road SS11 8QS	Tel: 01268 733119
David Harrison 49 Alicia Avenue SS11 8PH	Tel: 01268 734768
Keith Allen 28 Fourth Avenue SS11 8RQ	Tel: 01268 570099
Malcolm Hodges 7 Crouchview Close SS11 8QB	Tel: 01268 768683
Nicola Levey 275 Southend Road SS11 8QA	Tel: 01268 571531
Peter Vickers 274 Southend Road SS11 8PS	Tel: 01268 761088

Clerk to the Council

Mrs Georgina Bassett Tel: 01702 584158

Parish Council Committees and Working Parties

Finance Committee:	Nicola Levey, Malcolm Hodges, Peter Vickers
Planning Committee:	Peter Vickers, Malcolm Hodges, Fred Lyons
Personnel Committee:	Dave Jerreat, Keith Allen, David Harrison
Recreational Facilities WP:	David Harrison, Fred Lyons, Peter Vickers
Bus Shelter Working Party:	Keith Allen, Fred Lyons, Peter Vickers

Parish Plan Working Party: Keith Allen, Dave Jerreat, Nicola Levey
Gateway Working Party: Malcolm Hodges, Keith Allen, Dave Jerreat, Peter Vickers
Standing Orders Working Party: David Harrison, Dave Jerreat, Malcolm Hodges
Communications Review WP: Keith Allen, Nicola Levey, Dave Jerreat
BATPC representative: Keith Allen
BDC Liaison representative: Keith Allen

Parish Council Meetings

Meetings of the Parish Council are currently held on the second Tuesday of each month (except August). District and County Councillors frequently attend these meetings. The public are welcome to attend the Parish Council meetings and have an opportunity to speak during the Open Session near the beginning of the meeting.

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

Dave Jerreat

Chairman, Shotgate Parish Council

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FINANCIAL INFORMATION

This is a summary of the expenditure of the Parish Council for 2009/10. Further information is published later in the year when the accounts have been audited.

Expenditure Heading 2010/11	Budget 2009/10	Actual Spend	Budget	
Elections	£ 1,000.00	£ 00.00	£ 2,000.00	
By elections	£ 2,000.00	0.00	£ 2,000.00	
Administration - Office	£ 600.00	£ 600.00	£ 650.00	
*(Equipment – incl. admin office)	£ 500.00	0.00	£ 500.00	
(Telephone – incl. admin. office)	£ 200.00	0.00	£ 0.00	
Clerk - stationery/consumables	£ 400.00	£ 425.97	£ 500.00	
Cllrs. out of pocket expenses	£ 350.00	£ 60.81	£ 350.00	
Training (include travel expenses)	£ 500.00	£ 100.60	£ 500.00	
Printing	£ 750.00	£ 103.81	£ 400.00	
Clerk	£ 4,000.00	£ 5,170.08	£ 7,000.00	
Insurance	£ 400.00	£ 505.30	£ 1,600.00	
Meeting Accommodation	£ 800.00	£ 510.00	£ 900.00	
Affiliation fees	£ 700.00	£ 692.63	£ 750.00	
Donations (S137)	£ 100.00	0.00	£ 100.00	
Audit fees	£ 250.00	£ 270.25	£ 400.00	
*Projects	£18,000.00	£ 3,007.36	£20,000.64	
Other (maintenance etc)	£ 500.00	£ 32.06	£ 500.00	
Published Books	£ 0.00	£ 85.58	£ 0.00	
Reserves	£ 500.00	0.00	£ 2,500.00	
Total Allocations	£31,550.00	£11,564.45	£40,150.00	
Projects: 2008 - 2011	Amount inc. c/f and addit. allocation 2009/10	Expenditure to-date:	Increase to project 2010/2011	Incl. c/f and addit. for 2010/11
*Planting	£1,000.00	£ 732.55	£ 1,000.00	£ 1,267.45
*Production of Parish Plan	£3,000.00	£2,089.81	£ 500.00	£ 1,410.19
*Shotgate Rec. Area	£9,000.00	£ 0.00	£ 3,000.00	£12,000.00
*Traffic Calming Measures	£5,000.00	£ 0.00	£ 0.00	£ 5,000.00
*Street Furniture (litter bin)		£ 268.00	£ 1,500.00	£ 1,500.00
<i>*earmarked expenditure</i>				
<u>Total to be set aside for projects</u>				<u>£21,177.64</u>

Precept for 2010/11

The annual charge for Property Valuation Band D is £16.38. This is an increase of £3.87 of the corresponding charge for 2009/10 and is equivalent to an additional 7.4 pence per week.

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