

MINUTES OF THE ANNUAL PARISH MEETING OF SHOTGATE HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE, WICKFORD ON TUESDAY 14<sup>TH</sup> MAY 2013 AT 7.30 P.M.

**PRESENT:**

Cllr. David Harrison (Chairman)

8 members of the public

Cllr. T. Ball – Leader of Basildon Borough Council, Cllr. M. Buckley – Essex County Council

Shotgate Parish Councillors: K. Allen, M. Hodges, and P. Vickers

G. Bassett (Parish Clerk)

**1. INTRODUCTION AND WELCOME FROM THE CHAIRMAN**

The Chairman, Cllr. Harrison, welcomed everyone to the meeting.

**2. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. Carole Morris, Basildon Borough Council.

**3. MINUTES OF THE ANNUAL PARISH MEETING - APRIL 2012**

The minutes of the Annual Parish Meeting held on 24<sup>th</sup> April 2013 were **agreed** and signed by the Chairman as a true record.

**4. CHAIRMAN'S REPORT – 2012/13**

The Chairman provided a report to those present at the meeting. As per attached.

**5. COMMENTS AND SUGGESTIONS FROM RESIDENTS OF SHOTGATE**

Q. A query by a resident on Parish money spent on bulbs instead of potholes.

A. Cllr. Harrison explained that potholes was under the jurisdiction of Essex County Council and not the Parish Council.

Q. Why the Parish Council had not consulted residents on the consideration of housing development at Bruce Grove.

A. It is the responsibility of Basildon Borough Council to consult residents. Individuals can respond to Basildon. The Parish Council will be discussing this in the Annual Parish Meeting and providing its response.

Q. Resident invited the Chairman to respond on the opinion of the Parish Council on the removal of the barrier at Bruce Grove.

A. The Chairman responded that at the moment in time as this had not been discussed by the Parish Council it was only his opinion that he would like the barrier to remain.

Q. A resident commented that he would like to be made more aware of the projects/issues that the Parish Council was involved in.

A. Cllr. Harrison confirmed that the Parish Council distributes a quarterly newsletter to those in the Parish.

Q. Request by a resident for a public meeting in relation to the proposal in Bruce Grove.

A. Cllr. Harrison confirmed there is insufficient time to arrange a public meeting at Shotgate as the deadline for responses is May.

Q. A resident requested for a pinch point to be explained to them for the Bruce Grove area.

A. This was duly answered.

Comment:

Another resident expressed their concern about the removal of the barrier.

Response:

Members of the public can attend the planning meetings at Basildon and request a few minute slot to speak for or against applications for planning within the area.

Q. Are the plans for a building or a gate?

A. Cllr. Harrison answered that at the moment they are only a possible outline.

Q. Can access be extended to the rear of NIBS for the new flats being built?

A. Chairman responded that he does not believe this is possible.

Comment:

Cllr. Buckley commented that Basildon Borough Council has a legal duty to consider planning applications submitted. Residents objecting should consider their responses to standard planning approval and check the criteria for objection.

Individual letters are more effective than petitions.

Comment:

Resident commented that when the road opened up 2 years ago for large vehicles, the highway and building structures were damaged as a result of the traffic.

Comment:

Resident commented that not infrastructure to take the planning development within the area of Shotgate.

The Chairman thanked the public for attending the meeting, which closed at 8.04 p.m.

Signed .....

Date .....

# Shotgate Parish Council



## Annual Report

Dear Resident,

This is the Sixth Annual Report published by the Parish Council which is now half way through its second full term of office. It lets you know about the activities of Shotgate Parish Council over the last year - (May 2012 to April 2013), as well as financial information and Parish Council contact points.

*David Harrison*

Chairman, Shotgate Parish Council

14 May 2013

### CHAIRMAN'S REPORT 2012/13

The past year has been quite an active year. The Council Members have worked to bring improvements to the Parish. More improvements have been brought to Shotgate Park in the form of Fitness Equipment for all age groups -part funded by the Parish Council. Another 2000 bulbs have been planted around the Parish – and have resulted in a good display this year – despite the weather.

Work is in hand for the provision of a perimeter path on the Hodgson Way side of the Park as well as a meadow walk at the top end of the Park.

We have to continually guard against a small group of vandals who appear to have nothing better to do than damage items in the Park. With this in mind I ask all users of the Park to make contact with the local Police Constable Sam Baldwin on 07875003503 if they see any such activity taking place.

A very special thanks goes to Shotgate's Passenger Transport Representative - Mr Keith Adler - for his attendance and positive representation at ECC Transport Meetings and his efforts to update residents, via the Parish Council, with the various changes to the timetable and bus services within the area. Keith is not a Parish Councillor – but gives his time freely to aid the Parish Council.

The Parish Council has held only eight Council meetings and one Annual Parish Meeting this year – having to cancel three consecutive Council Meetings (February, March and April 2013), due to four Members not attending. There is also one vacancy which, to date, we have been unable to fill. The Council has produced and circulated 4 Newsletters throughout the past year.

The notice board has also been effective in keeping residents informed of issues that affect them.

The Parish Council has continued to liaise with Basildon Borough Council to obtain additional litter and dog waste bins around Shotgate and visual signs to remind visitors to deposit litter in the relevant bins.

The Parish Council has been actively involved in requesting repairs and improvements to the highways and footpaths within the area, and will continue to do so.

Members of the Parish Council undertook training during the year in accordance with the Parish Council's Training Intent programme.

The Parish Council has commented on the many documents received from the Borough and County Councils and other agencies. The Parish Council always takes the opportunity to respond on issues relevant to Shotgate. During the year we have had one Member resign from the Council.

My role as Chairman of the Council, I have carried out to the best of my ability, and combined it with being Chairman of the Council's Finance Committee. This involved a close working relationship with the Clerk of the Council, on items such as preparing the Council's Budget, and Agenda preparation for Meetings. I have been heavily involved in the production of most of the Newsletters. I must thank Shotgate Post Office for their support in sponsoring one of the Newsletters, as well as thanking the volunteers who deliver the Newsletter.

I must thank the Clerk for her assistance to me over the past year.

I regret that very few residents have felt able to attend Parish Council meetings.

Finally, may I extend my personal thanks to fellow Parish Councillors:-

My Vice-Chairman, Cllr. Keith Allen for his much appreciated support, and his representation of the Council at various Meetings, as well as his Chairmanship of the Planning Committee.

Cllr. Malcolm Hodges for his work in ensuring improvements for the Park are going ahead – without his input far less progress would have been made in improvements to Shotgate Park.

Cllr. Peter Vickers in his role of organising the bulb planting throughout the Parish.

Cllr Fred Lyons for his working toward Allotment provision in Shotgate.

I would also like to thank our partners at Basildon Borough Council, Essex County Council and the Police in their continuing support for the community.

David Harrison  
*Chairman, Shotgate Parish Council*

**Parish Council Members**

David Harrison (Chairman)	49 Alicia Avenue	Tel: 01268 734768
Keith Allen (Vice Chairman)	28 Fourth Avenue	Tel: 01268 570099
Malcolm Hodges	7 Crouchview Close	Tel: 01268 768683
Fred Lyons	324a Southend Road	Tel: 01268 733119
Paul Knott	2, Rochford Close	Tel: 01268 764500
Peter Vickers	274 Southend Road	Tel: 01268 767703

**Clerk to the Council**

**FINANCIAL INFORMATION**

This is a summary of the expenditure of the Parish Council for 2012/13. Further information is published later in the year when the accounts have been audited.

<b>Expenditure Heading</b>	<b>Budget 2012/13</b>	<b>Actual Spend</b>
Elections	£ 0,000.00	£ 0.00
By elections	£ 2,000.00	£ 0.00
Administration - Office 2011/12)	£ 660.00	£ 700.00 (£50.00 c/o
(stationery/postage/Clerk's travel) 2011/12)	£ 450.00	£ 449.09 (£97.84 c/o
Cllrs. out of pocket expenses	£ 350.00	£ 71.28
Training (include travel expenses)	£ 500.00	£ 35.00
Printing	£ 500.00	£ 287.53
Clerk (inc. PAYE) £390.09 c/o)	£ 8,500.00	£ 7,911.83 (£456.09 +
Insurance	£ 1,500.00	£ 778.90
Meeting Accommodation	£ 750.00	£ 276.00
Affiliation fees	£ 1,000.00	£ 922.80
Donations (S137)	£ 100.00	£ 0.00
Audit fees	£ 400.00	£ 457.00
*Other (maintenance etc.)	£ 675.00	£ 0.00
Published Books	£ 50.00	£ 0.00
Reserves	£ 3,593.32	£ 0.00
<b>Total Allocations</b>	<b>£ 21,028.32</b>	<b>£11,889.43</b>

**Projects 2012/13:**

Caloo Play Equipment	£17,994.00+
Install and paint bow top fencing	£ 5,580.00
Allotments	£ 50.00
Bus Plaques x 5	£ 92.10
<b><u>Total for projects</u></b>	<b><u>£23,716.10</u></b>
<i>+ part grant funded</i>	

**Projects 2013/14:**

Meadow Walk Pathway/Picnic Area	£10,999.00+
Perimeter Pathway	£28,000.00+

**Total for projects**

*+ part grant funded*

**£38,999.00**