

# **Shotgate Parish Council**



Chairman: Paul Knott

Vice-Chairman: Peter Vickers

MINUTES OF THE MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST, BRUCE GROVE, SHOTGATE, ON TUESDAY 10<sup>TH</sup> SEPTEMBER 2013 AT 7.30 P.M.

## **PRESENT:**

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

## **ALSO PRESENT:**

Clerk – Georgina Bassett

Cllr. Carole Morris – Basildon Borough Council

4 members of the public

## **15/13 APOLOGIES FOR ABSENCE:**

Apologies for absence received from Cllr. T. Ball and Keith Adler - Transport Representative.

## **16/13 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Parish Council meeting of Tuesday 9<sup>th</sup> July, 2013 were approved as an accurate record. Proposed by Cllr. Allen and seconded by Cllr. Harrison - **agreed**.

## **17/13 DECLARATIONS OF MEMBERS' INTERESTS:**

Non prejudicial interest received on allotments item 27/13 - Cllr. Lyons and Cllr. Fanthorpe.

Non prejudicial interest received on planning item 22/13 - Cllr. Knott - 14 Rochford Close.

Non prejudicial interest received on item 18/13 (g) – Cllr. Allen – Fourth Avenue.

## **18/13 PUBLIC TO BE HEARD:**

Questions received from the public.

(a) Fanton Chase – 2<sup>nd</sup> Avenue and 1<sup>st</sup> Avenue – overgrowth.

(b) 1-6 Bruce Grove houses in the industrial units area. Enquiry why Parish Council opposed the residential area.

Response: Business use to residential and dominate current housing and cause removal of the travel and change the area.

(c) Negative comment received on the two pathways in the park area.

(d) Positive feedback received on the two pathways, equipment etc. in the park.

(e) Main trees in the rear area to be considered with further projects in the park area.

(f) Bus route not travel direct to Basildon hospital. Transport Representative to take this further.

(g) Complaint letter re Fourth Avenue – parking on the grass verge and not driveways, rubbish on road days prior to collection. Clerk to contact Basildon/ECC to have this situation reviewed and copy County Councillors.

(h) Enquiry received for additional bus service along Hodgson Way to the NIBs service as this is a very restrictive service. The Transport Representative to be asked to take this up at the next Transport meeting.

(i) Transport Representative provided notes via the Chairman. ECC received complaint of foliage by Clear Channel bus shelter. Complaint re sticker on bus flag by the post office will be removed. Cigarette burns in the bus panel have both been reported to the Police.

(j) Foliage from Bridge Road to Cherry Lane on right hand side towards Wickford along the pavement. Clerk to contact Basildon on this issue.

- (k) Regal Bus Service from Oxney Green to Basildon has been withdrawn and some minor changes to bus services through Rawreth.
- (l) First timetable will be reprinted as one error.

**19/13 BOROUGH/COUNTY COUNCILLORS' REPORT:**

Oral update received from Basildon Borough Councillor Carole Morris:

Bridge Road S106 has been pushed for early next year via Cllr. Ball.

Planning objections for the NIBS bus area was explained to those present. Site area of the land, barrier not to be removed and to remain as an industrial area.

27<sup>th</sup> and 28<sup>th</sup> September - Continental Market to be held in Wickford.

21<sup>st</sup> September – fete event not a Town Show.

Development Control item on latest meeting – re Wickford Memorial Park plans for the pavilion was reviewed and rejected. A new application is likely to be submitted in due course.

**20/13 REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS:**

The opportunity for Councillors/representatives to give verbal reports only on any reports not yet circulated was provided.

Representative of Basildon Council met to review plans for planting consideration for 2014/15 advice site meeting. Report will be provided in due course.

**21/13 FINANCE:**

- (i) The June were reconciled. Proposed by Cllr. Knott and seconded by Cllr. Harrison – **agreed**. July and August to be reconciled in October, 2014.
- (ii) It was **agreed** to pay arrears to the Clerk's hourly rates effective 1<sup>st</sup> April 2013 in line with the 2013/14 National Association of Local Councils Salary Award of 1% increase. Salary Scale 21 – 1<sup>st</sup> April – 31<sup>st</sup> August, 2013 of £30.03 – deduction £7.10 tax N.I. = £22.93.
- (iii) Payment was considered on the following and it was proposed all with the exception of the EALC AGM Conference - £5.00 by Cllr. Harrison and seconded by Cllr. Vickers – **agreed**.

Clerk/Responsible Financial Officer September 2013 salary with increased 1% to Salary Scale 21 (and £22.93 as (ii) above)	£607.16
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Post Office Ltd – 1 <sup>st</sup> July 2013 – 30 <sup>th</sup> September 2013	£460.39
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- (iv) EALC – AGM – 26<sup>th</sup> September AGM Conference Evening Buffet  
No councillors will be attending.

4 <sup>th</sup> Edition of Good Councillors Guide – 10 copies incl. P&P	£ 24.50
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- (v) Consideration for costings for joint training with EALC for members with Ramsden Crays Parish Council councillors – Tuesday/Wednesday evening in 2014. Training cost should not be in excess of £260.00 for 7 councillors – **agreed** for the Clerk to arrange suitable date.

- (vi) To note payments made since 9<sup>th</sup> July meeting:  
Meadow Walk Pathway and equipment £4,800.00

- (vii) Consideration of financial implication for the Parish Council if there is an issue with bank account. The following was reviewed:
- Additional bank account.
  - Different bank.
  - Insurance.
  - Further enquiries.

It was proposed by Cllr. Harrison to remain with the current bank and seconded by Cllr. Knott - **agreed**.

8.25 p.m. – Cllr. Lyons comfort break – 08.30 p.m.

8:27 p.m. – Cllr. Lyons returned

**PRECEPT/BUDGET 2014-15:**

- (i) Initial figures available for consideration were noted.
- (ii) Finance Committee Meeting **agreed** for members to review/discuss on 1<sup>st</sup> October, at 7.00 p.m. in the Church.
- (iii) Basildon accounts department is liaising with the Parish Council and to date detailed guidance is awaited.

**22/13 PLANNING:**

**Planning Applications since July meeting were noted:**

**Application No: 13/00651/FULL.** Loft conversion with front and rear dormers.

**Location:** 33 Fifth Avenue, Shotgate, Wickford, Essex. Approved by Basildon – noted.

**Application No: 13/00700/FULL.** Proposed single storey side and rear extensions incorporating garage footprint.

**Location:** 14 Rochford Close, Shotgate, Wickford, Essex.

The Parish Council **observed** that the plans perceived to have encroached on the public highway.

**Application No: 13/00817/FULL.** Proposed front dormer window.

**Location:** 46 Lucerne Walk, Shotgate, Wickford, Essex.

The Parish Council had no objection to this planning application.

**Decisions:**

**Application No: 13/00579/OUT.** Residential development of two detached properties with garage with extended access from Bakers Farm Close.

**Location:** Land to the north of 6 Bakers Farm Close, Shotgate, Wickford, Essex. **Refused.**

**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 development.

**Location:** 1 Bruce Grove, Shotgate, Wickford, Essex. **Refused.**

**Application No: 13/00701/FULL.** Two storey side extension incorporating a garage and front and rear dormers.

**Location:** 18 Fifth Avenue, Shotgate, Wickford, Essex. **Refused.**

Noted.

**23/13 REPORT – CLERK:**

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

**24/13 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:**

The Parish Council noted update on commencement had been received from Basildon/ECC on the liaison for a commencement date for approved works on this development for early 2014. Clerk to contact E.C.C. and enquire as to why there is a delay.

### **25/13 ECC HIGHWAYS ISSUES:**

Cllr. Buckley confirmed that he had made enquiries on behalf of the Parish Council to assist with resolving the outstanding highways issues within Shotgate, to date confirmation .

Consultation regarding part night street lighting in the area – E.C.C. Proposed by Cllr. Harrison and seconded by Cllr. Knott to oppose the turning off of street lights overnight - **agreed**.

### **26/13 NEWSLETTERS 2013:**

- (i) It was noted that the September newsletter has been circulated in draft format and any additional extracts would be appreciated before the end of the week.
- (ii) Arrangements for future copies – supplier was reviewed. It was proposed by Cllr. Lyons and seconded by Cllr. Hodges to ask previous supplier if prepared in the future and the same pricing as previously - **agreed**.
- (iii) Consideration of including extracts from the newsletter and other updates free to Love Rayleigh. Proposed by Cllr. Allen and seconded by Cllr. Harrison – **agreed**.

Cllr. Lyons left the meeting – unwell 8.55 p.m.

### **27/13 ALLOTMENTS:**

The latest minutes/update received from the Shotgate Allotment Association on progress for the search for available land within the Shotgate vicinity and for the Parish Council to provide support to write to Shot Farm and Shotgate Farm. It was proposed by Cllr. Fanthorpe and seconded by Cllr. Vickers for the Parish Clerk to write on behalf of the Allotment Association and the Parish Council - **agreed**.

### **28/13 RECREATIONAL FACILITIES PROJECTS:**

The latest correspondence on payments and official opening dates were noted for the following:

- (i) Meadow Walk Pathway and Picnic Area – 2 picnic tables, 2 park benches and waste bins. Official Opening – Thursday 17<sup>th</sup> October at 2.30 p.m. Subject to satisfactory completion of these, then it is agreed for the final payments to be made to Basildon Borough Council. Proposed by Cllr. Hodgson and seconded by Cllr. Vickers – **agreed**.
- (ii) Perimeter Pathway – Veolia – Official Opening - Thursday 10<sup>th</sup> October at 2.30 p.m.
- (iii) The purchase of two signs – (i) “Veolia Pathway” and (ii) “Meadow Walk Pathway” to be located where the two new pathways meet by the MUSA at a cost of £300.00 circa each inclusive of installation were considered and it was proposed by Cllr. Allen and seconded by Cllr. Vickers to liaise for both signs to be installed with Basildon agreed.
- (iv) CIF. Proposed by Cllr. Harrison and seconded by Cllr. Hodges to complete application and apply for funding - **agreed**.

### **29/13 STREET SIGN/DOG WASTE BIN/BINS – HIGHWAYS ISSUES:**

- (i) There was a consideration for additional dog waste bin at junction of Bawdsey Path and Hodgsons Way at circa £350.00 each. It was proposed by Cllr. Hodges and seconded by Cllr. Vickers – **agreed**.
- (ii) An update was received and has been dealt with by Basildon Borough Council to install additional bins under their 2013/14 budget.
- (iii) It was confirmed that the two lamp posts cut in half in the park still remain, although have now been capped. The Clerk to send a letter to Essex lighting.

### **30/13 TRAFFIC CONTROLLED PEDESTRIAN CROSSING/MIDDLE ISLAND:**

The latest update from Cllr. Le Gresley on the way forward for a traffic controlled pedestrian crossing/middle island across Southend Road near the junction of Bakers Close via E.C.C. Highways Panel was noted.

**31/13 LOCAL HIGHWAYS PANEL – MINUTES AND ACTIONS – TRANSPARENCY:**

Members noted that the minutes were received of 27<sup>th</sup> June, 2013 Local Highways Panel meeting were now transparent.

**32/13 NOTICE BOARD :**

Consideration for an additional notice board or additional board on reverse of current notice board for overflow communication with prices was reviewed. Clerk to enquire of Billericay Town Parish Council. Review next meeting.

**33/13 SALT:**

Consideration to purchase one or two salt bins and their location for siting within the Parish to assist with inclement weather. No action.

**34/13 INFORMATION EXCHANGE:**

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

**35/13 CORRESPONDENCE:**

To note correspondence received for circulation.

**36/13 DATE OF NEXT MEETING:**

To confirm the next Meeting of Shotgate Parish Council on Tuesday 8th October, 2013 at 7.30 p.m. at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

The meeting ended at 9.24 p.m.

Signed .....  
Chairman of the Parish Council

Dated: .....