

Shotgate Parish Council



Chairman: Paul Knott

Vice-Chairman: Peter Vickers

MINUTES OF THE MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE, ON TUESDAY 14TH JANUARY 2014 AT 7.30 P.M.

PRESENT:

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

ALSO PRESENT:

Cllr. T. Ball

Clerk – Georgina Bassett

Keith Adler – Transport Representative

1 Member of the public

01/14 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. Le Gresley and Cllr. Carole Morris.

02/14 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Parish Council meeting of Tuesday 10th December, 2013 were approved as an accurate record. Proposed by Cllr. Allen and seconded by Cllr. Knott – **agreed**.

03/14 DECLARATIONS OF MEMBERS' INTERESTS:

Declarations of interest by members on agenda item received from Cllr. Lyons on non-pecuniary interest – allotments 13/14.

04/14 PUBLIC TO BE HEARD:

Questions from the public received on:

Transport Representative:

- (i) 88/13 previous meeting minutes in relation to cancellations of buses difficult to have confirmation for these situations in relation to route 25. Clerk to liaise with Rayleigh Town Council re Little Wheatleys between Rayleigh Station and the Chichester.
- (ii) Information to inform residents how to change and get to the hospitals.
- (iii) 4th March additional meeting in Chelmsford in relation to contract services and future of them.
- (iv) Flyer from Basildon Council re Wickford and Greenbelt. Request in relation to the Parish Council's initial response and Transport Services with the population. Advised strategy document on the way to the Parish Council on this issue.
- (v) Basildon Borough Council have plans to clean up Manston Park debris and Bawdsey Park. Cllr. Hodges confirmed that members have requested including pictures. Basildon confirmed should be cleaned before April – grass cutting season.
- (vi) Parking area outside Post Office on Southend Road and congestion and recent near misses including one with a bus. Request the County Councillors to raise with the Highways Panel.
- (vii) Request by resident for assistance for a loose kerb on pavement at Heather Croft Road to be repaired. Clerk confirmed she had requested Basildon/Highways to resolve the situation, to date this has not been resolved.
- (viii) Roberts Way – Telecommunication Man hole cover in the middle of the footpath outside of County House, damaged and not yet resolved.

- (ix) Follow up to the bin collection within Shotgate and the refuse vehicles driving over soft ground. No noted improvement to this.
- (x) Dog fouling – Fourth Avenue and litter bags not deposited in the bin. Next newsletter highlight this to residents and Clerk inform Basildon of the situation.

05/14 BOROUGH/COUNTY COUNCILLORS' REPORT:

No reports received from Borough and County Councillors.

06/14 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.

Liaison Meeting attended by Cllr. Allen and the Clerk on Core Strategy in January.

07/14 FINANCE:

- (i) The November bank statements were reconciled - **agreed**. December to be reviewed.
- (ii) The following item was proposed by Cllr. Knott and seconded by Cllr. Harrison to pay - **agreed**:

Clerk/Responsible Financial Officer January 2014 salary/expenses	£570.15
Total Payments for consideration:	<u>£570.15</u>

- (iii) Information received for additional new account for reserves. Clerk to gather information from TSB and Barclays in addition to National Westminster.

It was noted that the amount in the bank account including the December payments and interest is £24,750.00. This includes interest received of £5.64 and three uncleared cheques.

08/14 PRECEPT/BUDGET 2014 – 15:

- (i) It was proposed by Cllr. Allen and seconded by Cllr. Harrison that the precise figure to be requested with the inclusion of the Band D figures for the precept for submission to Basildon Borough Council on the 1% increase on the £23,435.00 to be £22,372.51 requested from the Billing Authority of Basildon Borough Council plus £1,296.84 grant funding providing a total of £23,669.35 to be received for the period 1st April, 2014 – 31st March, 2015 – **agreed**. It was proposed by Cllr. Harrison that the difference is added to the reserve of the amount on the budget, seconded by Cllr. Allen - £5,509.35 – **agreed**. This amendment to be made to the Budget sheet.
- (ii) The Budget for continued and future projects, including administration was reviewed and it was proposed by Cllr. Knott and seconded by Cllr. Fanthorpe for members to use the blue print – **agreed**.

09/14 PLANNING:

Applications:

Application No: 13/01216/FULL. Front infill extension, roof alterations and front dormer and roof lantern to existing rear flat roof.

Location: 29 Second Avenue, Shotgate, Wickford, Essex.

The Parish Council had no objection.

Application No: 13/01206/FULL. Proposed front and side extension with a dormer to the front and flank elevation and a raised ridge height with an increase eaves level to a flank elevation. Proposed 2 iron gates to the front of the property. (Remove existing rear dormers.)

Location: 15 Fanton Chase, Shotgate, Wickford, Essex.

The Parish Council had no objection.

Application No: 13/01231/PDPA: Request for prior approval: construction of a single storey rear extension 5.5 metres deep with a ridge height of 3.8 metres and an eaves height of 2.5 metres.

Location: 31 Wethersfield Way, Shotgate, Wickford, Essex.
The Parish Council had no comment.

Decisions:

Application No: 13/01007/FULL. Raise ridge and convert bungalow to chalet incorporating dormer windows to front and rear.

Location: Velmond, Enfield Road, Shotgate, Wickford, Essex. **Refused.**

10/14 REPORT – CLERK:

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

11/14 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:

No additional update on the earliest commencement date of 14th April, 2014 has to date been received.

12/14 ECC HIGHWAYS/BASILDON ISSUES:

- (i) No further updates received from Essex County Councillors on the resolving of the outstanding highways issues within Shotgate received from Essex County Councillors.
- (ii) To date no further positive response has been received from Highways, although there is support from Cllr. Le Gresley on request for a layby adjacent to the Post Box in Hodgson Way via E.C.C. Highways reasoning for not considering this is as there have been no personal injuries.
- (iii) The two signs in Bawdsey Park junction at Hodgson Way and at Fourth Avenue at junction of Bruce Grove have both been replaced.
- (iv) The issue on Network Rail to repaint the railway bridge should be reviewed at the Rail Forum with Basildon Borough Council on 16th January, 2014.
- (v) Clearance on the footpath 104 across Shot Farm with bushes and trees has yet to be cleared. Clerk to contact Essex County Council for assistance.
- (vi) Response from ECC Highways for repairs to Manston path due to dangerous pathway, were not favourable. Cllr. Buckley is following this up with Highways.
- (vii) ECC confirmed to Cllr. Buckley that the broken bollards at Southend Road and their removal and subsequent replacement should be effective by the end of March, 2014.

13/14 ALLOTMENTS:

Cllr. Fanthorpe confirmed that no response received from the two letters sent to land owners.

14/14 RECREATIONAL FACILITIES PROJECTS:

- (i) The offer from Community Initiatives Fund (CIF) of £7,000.00 towards the £15,727.28 exclusive of VAT for additional equipment, facilities in Shotgate Park was noted.
- (ii) The conditions of the grant were reviewed and subsequent acceptance of these terms. Proposed by Cllr. Hodges and seconded by Cllr. Harrison for the Clerk to write and accept - **agreed**.
- (iii) The Clerk will write and officially thank E.C.C. for this offer.
- (iv) Cllr. Hodges proposed and Cllr. Harrison seconded for the Clerk to contact the supplier and order the equipment and installation at the agreed amount of £15,727.28 exclusive of VAT – **agreed**. Clerk to enquire of the installation date.
- (iv) No further update on the application for funding sent to Veolia for Bawdsey Path project to date has been received. Scheduled for February/March, 2014.

15/14 TRAFFIC CONTROLLED PEDESTRIAN CROSSING/MIDDLE ISLAND:

The decision from the Highways Panel not to install a pedestrian crossing at Southend Road near the junction of Bakers Close due to insufficient pedestrian activity to warrant this was noted. Cllr. Le Gresley will request reconsideration of this at the next Panel meeting. Proposal by Cllr. Harrison that they reconsider the site for pedestrian crossing and the 30 mile per hour sign be moved back to the roundabout. Seconded by Cllr. Fanthorpe – **agreed**.

16/14 NOTICE BOARD:

- (i) Members noted response from another Parish Council on use of its notice board in that it has three sections. Two under lock and key and a third for local residents general information.
- (ii) It was proposed by Cllr. Allen and seconded by Cllr. Knott to defer the consideration of an additional stand-alone notice board or another board on the reverse of the current notice board for overflow communication to the February meeting.
- (iii) Review on prices reviewed in February.

17/14 REVIEW – PART TWO NALC STANDING ORDER:

Members noted the recommendations from the Chairman and Vice-Chairman on any amendments to:

- (i) The Standing Order and any issues relating to the Personnel Committee.
- (ii) The Complaints Procedure, considering the 2012 Code of Conduct complaints against councillors.
- (iii) Freedom of Information Act.

It was proposed by Cllr. Knott and seconded by Cllr. Allen to adopt all of the above – **agreed**.

18/14 EMERGENCY PROCEDURES:

Information received to date on emergency procedures within Shotgate from Cllr. Lyons was reviewed. Cllr. Lyons proposed that we have the representative from Basildon to attend an open session of a Parish Council Meeting and bring along a template seconded by Cllr. Vickers – **agreed**.

19/14 CONSULTATIONS:

- (i) **EUROPEAN COMMISSION – REVIEW OF EXISTING VAT LEGISLATION**
To review consultation for response by 14th February, 2014. Noted.
- (ii) Local Government Finance – Council tax support funding – response by 15th January, 2014. Noted.

20/14 INFORMATION EXCHANGE:

No agenda items for ABLC representative or items for members attending Basildon Borough Council Liaison Meeting were received.

21/14 CORRESPONDENCE:

Correspondence received for circulation was noted.

22/14 DATE OF NEXT MEETING:

The next Meeting of Shotgate Parish Council will be on Tuesday 11th February, 2014 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.

23/14 APPRAISAL:

- (i) ~~To consider suspension of the standing orders in order to re-discuss the following item.~~
- (ii) Further to receipt of detailed information on substantive benchmark range since the November meeting, to re-visit and re-consider the current pay structure of the Clerk in line with the Contract of Employment.

Item 23/14 was not concluded as the debate over ran the public meeting time.

Meeting ended at 9.30 p.m.

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Chairman Parish Council

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Dated