

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 9TH JULY 2013 AT 7.30 P.M.

PRESENT:

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

ALSO PRESENT:

Clerk – Georgina Bassett

Cllr. T. Ball – Leader of Basildon Borough Council

Cllr. N. Le Gresley – Essex County Council

Transport Representative – Mr. Keith Adler

91/13 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. M. Hodges, Cllr. C. Morris and Cllr. M. Buckley.

92/13 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Parish Council meeting of Tuesday 11th June, 2013 were received and approved as an accurate record. Proposed by Cllr. Allen and seconded by Cllr. Harrison – **agreed**.

The minutes of the Finance Committee Meeting of Thursday 6th June, 2013 were received and approved as an accurate record. Proposed by Cllr. Vickers and seconded by Cllr. Knott – **agreed**.

93/13 DECLARATIONS OF MEMBERS' INTERESTS:

Declarations of interest received by members on any agenda items – Allotment Association 06/13 – non-pecuniary - Cllr. F. Lyons.

94/13 CO-OPTION COUNCILLOR:

It was proposed by Cllr. Vickers and seconded by Cllr. Lyons to co-opt Gerald Fanthorpe as a councillor to the Parish Council – **agreed**.

95/13 DATE AND TIME FOR ANNUAL PARISH MEETING FOR 2014:

The date and time for the Annual Parish Meeting of Tuesday 13th May, 2014 at 7.30 p.m. was noted.

96/13 ELECT REPRESENTATIVE TO SHOTGATE ALLOTMENT ASSOCIATION :

It was proposed by Cllr. Lyons and seconded by Cllr. Knott to elect Cllr. Vickers to be a representative on behalf of the Parish Council at the Shotgate Allotment Association – **agreed**. Clerk to contact the association to confirm they agree to a representative attending the meeting.

Cllr. Vickers apologised and left the meeting at 7.50 p.m.

97/13 PUBLIC TO BE HEARD:

Transport Representative:

- (i) Newsletter – mistake in public transport buses should have been “financially” supported by ECC.
- (ii) Attended the Transport Meeting recently at Rochford Parish Council hall. The 25 route was discussed and the lack of timetable information on the buses and places that are not accessible to Shotgate residents for collection of these.
- (iii) In future the Representative will attend the meetings at Rochford if the Chelmsford dates are unsuitable.
- (iv) Bus shelter outside Post Office was recently tagged. The representative informed the Police. Mr. Adler cleaned the tag off. It has been noted that there are 8 burn holes on timetable and a request will be made to ECC to replace prior to the next Transport meeting.
- (v) No smoking sign to be replaced at the Clear Channel bus shelter – Cllr. Ball confirmed will pursue with relevant body.

98/13 BOROUGH/COUNTY COUNCILLORS' REPORT:

Cllr. T. Ball provided an update on:

Armed Forces day in Basildon was very successful and well supported.

He attended a Planning legislation – LGA conference in Manchester recently and a new measure is lack of provision will not be treated as special circumstances as harm to Green Belt for Gypsy and Traveller site.

The Wickford Carnival will go ahead this year at Basildon.

Wickford Memorial Park has received funding via the War Memorial Association for improvements in this area.

ECC was requested to confirm commencement date for Bridge Road - S106, no date as yet received.

Unable to advise of a date for the Basildon Planning Committee Meeting on the Bruce Grove issue. Will advise when date confirmed and recommendation for this site are received. Cllr. Ball confirmed he is objecting on this planning issue.

Cllr. N. Le Gresley newly appointed Essex County Councillor provided an update on:

He attended a recent local planning meeting and raised the question whether Parish, Village and Town Councils could attend and be represented on the Highways Panels meetings. He confirmed that it would be in order for any request to be put to the Chairman of the Panel. ABLC to liaise further with Cllr. Bobbin.

The Parish Clerk to send a copy of Shotgate Parish Council's Highways request to Cllr. Le Gresley that is currently being reviewed by Cllr. Buckley.

It was proposed by Cllr. Harrison and seconded by Cllr. Allen and **agreed** to ask the later item 10/13 re traffic control pedestrian crossing consideration request to Cllr. Le Gresley to be reviewed via ECC Highways. Cllr. Le Gresley confirmed he would advise the Parish Council of the next step forward on this issue.

99/13 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. The opportunity for Councillors/representatives to give verbal reports only on any reports not yet circulated was provided.

100/13 FINANCE:

- (i) The June bank statements to be reviewed in more detail by Cllr. Knott.
- (ii) The increase in salary scale back dated to the Clerk/RFO from mid November 2012 to 30th June, 2013 and subsequent increase to future salary payments was reviewed.
- (iii) Payments of the following were considered:

Back payments – Clerk/RFO – 17 th November 2012 – 30 th June, 2013	£134.01
Clerk/Responsible Financial Officer July 2013 salary/expenses	£567.87
Clerk/Responsible Financial Officer August 2013 salary	£550.62
AoN Insurance Renewal – reduced payment	£634.91
Membership renewal 2013/14 – Rural Community Council of Essex	£96.00
June newsletter printing	£30.00
Local Council Administration Arnold-Baker Ninth Edition (1/2 Ramsden Crays)	£60.00

It was **agreed** that subject to Ramsden Crays Parish Council agreeing to pay half - £30.00 that Shotgate Parish Council would pay towards this, or otherwise it would review at the September meeting.

Consideration was made for payment to be made the Veolia pathway subject to satisfactory installation and completion within the agreed budget of £28,000.00 (£6,000.00 – Shotgate Parish Council) invoice received for £26,400.00 in the absence of an August meeting.

Consideration was made for payment of the Meadow Walk project subject to satisfactory installation and completion within the agreed budget of £10,999.00 (£2,100.00 – Shotgate Parish Council's contribution) to include the pathway at the rear of the park, three waste bins, one dog waste bin, two picnic benches and two park benches in the absence of an August meeting.

All the above (i) – (iii) were proposed by Cllr. Harrison and seconded by Cllr. Allen – **agreed**.

- (iv) Standing Orders:

It was proposed by Cllr. Harrison and seconded by Cllr. Knott to accept the recommendations of changes from the Working Party meeting on 4th July with the exception of item no. 26 which is to be reviewed at the Personnel Committee's first meeting and this part to be subsequently amended – **agreed**.
- (v) Finance Regulations:

It was proposed by Cllr. Harrison and seconded by Cllr. Allen to accept the recommendations (with the exception of change of a non signatory) of changes from the Working Party on 4th July – **agreed**.
- (vi) Terms of Reference – Finance Committee:

It was proposed by Cllr. Harrison to accept the recommendations from the Working Party meeting on 4th July and seconded by Cllr. Allen - **agreed**.

01/13 PLANNING:

Application No: 13/00544/FULL. Single storey rear extension for bedroom and bathroom.
Location: 7 Tangmere Close, Shotgate, Wickford, Essex.
The Parish Council had no objections to this planning application.

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.

The Parish Council requests that this is objected on the grounds that the development is in green belt – **agreed.**

Decisions:

Application No: 13/00299/FULL. Replace garage with new shed to be used as an office.

Location: 15 Sandown Road, Shotgate, Wickford, Essex. **Granted.**

02/13 REPORT – CLERK:

Members noted various updates on projects/issues circulated prior to the meeting from the Clerk.

03/13 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:

Cllr. Buckley commented earlier 98/13 via Cllr. Ball on the situation to date with his liaison for a commencement date for approved works on this issue with ECC Highways.

04/13 ECC HIGHWAYS ISSUES:

To note any updates from Essex County Councillors on the resolving of the outstanding highways issues within Shotgate. As above.

05/13 NEWSLETTERS 2013:

It was noted that the majority of the June newsletter is being distributed.

06/13 ALLOTMENTS:

The latest minutes/update received from the Shotgate Allotment Association on progress for the search for available land within the Shotgate vicinity are as yet awaited.

07/13 PARISH PLAN:

It was noted that 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 – resolved.
- (ii) Best Garden in Shotgate – pending.
- (iii) Marked bays in front of the main shops – private.
- (iv) Community Building – Parish Council shelved for the time being.
- (v) Nature Reserve area within the Parish – pending.
- (vi) Additional notice board(s) – either larger or another part on the back of it. Clerk to enquire of Billericay Town Council as to how they manage their board.
- (vii) BMX area – pending.
- (viii) Teen shelter – not to be continued.
- (ix) Traffic Calming/issues - S106 provision – dealt with, awaiting Highways to install.
- (x) Security/vandalism – lighting within the park area – ECC request as the footpath is the responsibility, better lighting request and the cut offs of the lamp posts.
- (xi) Alleyways/footpaths to be reviewed for specific areas to be tidied by Basildon Borough Council – resolved at present.
- (xii) Improved footpath sign posts – resolved.
- (xiii) Hanging baskets during the summer at the shops – shelved due to maintenance issue.

The above were proposed by Cllr. Knott and seconded by Cllr. Harrison – **agreed.**

08/13 RECREATIONAL FACILITIES PROJECTS:

Meadow Walk Pathway and Picnic Area:

Payment consideration agreed in 100/13 (iii) above when completed.

A date was considered for the official opening with invitees from ECC – mid September. Proposed by Cllr. Knott and seconded by Cllr. Allen – **agreed**.

Perimeter Pathway – Veolia:

Payment consideration **agreed** in 100/13 (iii) above as Completion of the Veolia Pathway is almost finalised.

A date was considered for the official opening of this pathway for later September/October – **agreed**.

Consideration of either one/two signs – Veolia Pathway were considered at a cost of maximum £300.00 each. It was **agreed** to defer to the September Parish Council Meeting.

09/13 STREET SIGN/DOG WASTE BIN/BINS:

- (i) Consideration for additional dog waste bin at junction of Bawdsey Path and Hodgsons Way was reviewed. The Clerk advised that figures for costings were awaited and that the Parish Council would be in a better situation when it has resolved the two projects underway in the park area. It was **agreed** to defer to the September meeting.
- (ii) Update from Basildon Borough Council reaffirming request for bins at the locations of the newly sited equipment within its 2013/14 budget was received. A site visit to be arranged with Basildon after the two projects have been completed. It was **agreed** to defer to the September meeting.

10/13 COMMUNITY INITIATIVES FUND – ESSEX COUNTY COUNCIL:

A 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 was considered.

The Working Party on 4th July reviewed and recommendation was made. Review was considered for an additional item of play equipment to bring the costing to £14,831.28 with a total of four items of play items of equipment, fencing and street furniture with an offer to match fund £1,500.00 from the Parish Council. Proposed by Cllr. Allen and seconded by Cllr. Harrison - **agreed**.

Consideration of a traffic controlled pedestrian crossing/middle island across Southend Road near the junction of Bakers Close via E.C.C .Highways Panel was discussed in 98/13 above.

11/13 JOINT STANDARDS COMMITTEE – TWO ITEMS TO BE REVIEWED:

- (i) The Social Media Guidance for Councillors was noted by members to be considered.
- (ii) The Amendment to the Code of Conduct to be adopted by the Parish Council was reviewed as requested by Basildon Borough Council and it was proposed by Cllr. Allen and seconded by Cllr. Knott to adopt the change – **agreed**.

12/13 INFORMATION EXCHANGE:

No agenda items received for ABLC representative or items for members attending Basildon Borough Council Pre-Liaison Meeting. It was noted that the next ABLC meeting was on the 25th July, 2013.

13/13 CORRESPONDENCE:

Correspondence received for circulation was noted.

14/13 DATE OF NEXT MEETING:

It was noted that the next Meeting of Shotgate Parish Council will be on Tuesday 10th September, 2013 at 7.30 p.m. at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

The meeting ended at 9.00 p.m.

Signed
Chairman of the Parish Council

Dated: