

# **Shotgate Parish Council**



Chairman: Paul Knott

Vice-Chairman: Peter Vickers

MINUTES OF THE MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST CHURCH, BRUCE GROVE, SHOTGATE, ON 13<sup>TH</sup> MAY 2014 AT 8.00 P.M.

## **PRESENT:**

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

## **ALSO PRESENT:**

Cllr. C. Morris – Basildon Borough Council, Cllr. N. Le Gresley – Essex County Council

Clerk – Georgina Bassett

Keith Adler – Transport Representative

1 member of the public

## **88/14 ELECTION OF THE CHAIRMAN:**

It was agreed for Cllr. Paul Knott to stay on for another month as Chairman. This was agreed by all members.

## **89/14 ELECTION OF THE VICE-CHAIRMAN:**

Vice Chairman P. Vickers agreed to stay on for at least additional month this was unopposed.

Councillor Fanthorpe suggested that as no present councillor was proposed as Chairman then perhaps the present councillors should act as chairman on a rota basis to be discussed.

## **90/14 APOLOGIES FOR ABSENCE:**

Apologies for absence received from Cllr. Lyons due to illness and the Parish Clerk, due to injury after car accident on way to meeting.

## **91/14 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Parish Council meeting of Tuesday 8<sup>th</sup> April, 2014 were received and approved as an accurate record. Agreed by all.

## **92/14 DECLARATIONS OF MEMBERS' INTERESTS:**

A non prejudicial declaration of interest was received from Cllr. Fanthorpe on item 08/14.

## **93/14 REVIEW OF TERMS OF REFERENCE OF COMMITTEES:**

93/14 to 97/14. Councillor Harrison suggested deferring these items to next meeting. All agreed.

- (i) The Finance and General Purposes Committee terms of reference to be reviewed. Recommendation to be considered prior to the 10<sup>th</sup> June meeting by this committee.
- (ii) The Planning and Environment Committee terms of reference to be reviewed. Recommendation to be considered prior to the 10<sup>th</sup> June meeting by this committee.

## **94/14 DATES AND TIMES FOR PARISH COUNCIL/COMMITTEE MEETINGS FOR 2015:**

Consideration to confirm the dates and times for the 2015 Parish Council meetings.

## **95/14 RECEIVE NOMINATIONS TO EXISTING COMMITTEES/ REPRESENTATIVES/ WORKING PARTIES:**

To note that the Chairman and Vice-Chairman are ex officio on these two committees, to note additional members and appoint Chairman at the first meeting.

- (i) Finance and General Purposes Committee.
- (ii) Planning and Environment Committee.

To note the Chairman is ex officio at the Personnel Committee meeting and two others to be on the committee. Appoint Chairman at the first meeting:

- (iii) Personnel Committee.

To note that the Chairman and Vice-Chairman are ex officio on Working Parties:

- (iv) Recreational Facilities Working Party.
- (v) Communications Working Party.

To consider representatives:

- (vi) Essex County Council – Parish Transport Meetings.
- (vii) ABLC meetings.

**96/14 APPOINTMENT OF ANY NEW COMMITTEES:**

To consider any additional requests for committees.

**97/14 REVIEW AND ADOPTION OF FINANCIAL REGULATIONS:**

Recommendations to be considered by the Finance and General Purposes Committee prior to the June meeting on:  
The updated financial regulations.

**98/14 DECLARATIONS OF INTEREST:**

Members noted that any changes in declarations of interest should be completed and returned for online updating.

**99/14 PUBLIC TO BE HEARD:**

Update received from Transport Representative:

The only member of the public present was Keith Adler, who raised the question who is responsible for replacing the trees in Alicia road behind the timber yard, it was thought this was down to the owners of the wood yard.

**100/14 BOROUGH/COUNTY COUNCILLORS' REPORT:**

No oral updates received from District/County Councillors.

**01/14 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. Nothing additional to report.

**02/14 FINANCE:**

- (i) The April bank statements were reconciled.
- (ii) The payments were considered and **agreed**:  
Clerk/Responsible Financial Officer May 2014 salary/expenses £581.31
- (iii) EALC 2 hour training session £122.75
- (iv) EALC/NALC – 2014/15 Affiliation Fees £580.28

Amount available to bank account at 30.04.14 is £40,309.80.

Cheques to Barclays for £15,000.00 and cheque for £73.50 Ramsden Crays SLCC to clear.

**03/14 FIXED ASSETS REGISTER:**

The fixed assets register for insurance costing replacement in advance of insurance payment

to be paid prior to July meeting was reviewed and it was **agreed** to increase as per suggested costings.

**04/14 PLANNING:**

**Application No: 14/00387/FULL.** Alteration to existing block of flats to form proposed 2 no. 1 bedroom flats at ground floor level.

**Location:** Bakers Court, Hodgson Way, Shotgate, Essex.

No objection.

**Application No: 14/00376/FULL.** Front infill extension, roof alterations and front dormer. Roof lantern to existing rear flat roof.

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

No objection.

**Application No: 14/00461/FULL** Five bedroom house with accommodation split over two floors with additional attic space.

**Location:** 84 Bruce Grove, Shotgate, Wickford, Essex.

Objection to this planning application as out of character with the surrounding premises and would dominate the area.

**05/14 REPORT – CLERK:**

Members noted reports/updates circulated prior to the meeting. Not discussed.

**06/14 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:**

No additional update on whether or not a confirmed date for commencement during the 2014/15 financial year has been received from ECC or Basildon Borough Council.

**07/14 ECC HIGHWAYS/BASILDON ISSUES:**

Updates on additional issues raised with ECC Councillors/Basildon Borough Council Councillors on action including the following were noted:

- (i) To date the installation of the 30 mph speed restriction sign in Southend Road at junction of Hodgsons Way Roundabout has yet to be confirmed.
- (ii) Two members attended a recent Parish Council meeting at Rawreth to review the War Memorial located at Dollyman's Farm and the offer from Rawreth Parish Council to relocate to the Community Garden at the top of Church Road at Rawreth. The war memorial to be left to Rawreth to decide what action they want to take.
- (iii) No further update received to review the decision by Highways Panel not to install a pedestrian crossing at Southend Road near the junction of Bakers Close.

**08/14 ALLOTMENTS:**

The latest minutes/update received from the Shotgate Allotment Association on progress for the search for available land within the Shotgate vicinity was considered. Councillor Harrison commented that there were plots available in Wickford and Runwell. Awaiting a call from owner of Shot Farm relating to renting land to use as allotments.

**09/14 COMMUNITY INITIATIVES FUND – ESSEX COUNTY COUNCIL:**

- (i) A submission of a project for an archway on entering Manston Path at the Southend Road entrance was considered within Shotgate with costings for completion of an Expression of Interest form prior to July 2014 with full application early September 2014. It was **agreed**.
- (ii) The revised commencement installation date of 5<sup>th</sup> May, 2014 was noted for the various equipment to be installed in the park under the CIF 2013/14 project with a grant of £7,000.00 from ECC towards the overall costing of £15,727.28 exclusive of VAT. The Council **agreed** for the Clerk to make payment subject to completion of satisfactory installation.

- (iii) The costings etc. on Bawdsey Path Regeneration were considered for the Clerk to contact the supplier and request them to go ahead with the costings of £19,500.38 + VAT with funding of £13,800.00 offered and accepted from Veolia North Thames Trust towards this project. **Agreed** for the Clerk to order etc. The project is to be completed by October 2014.

Councillor Fanthorpe expressed the view that the path is in need of a lot of attention, with trees broken down from the storms of November 2013, pathways not cleared, the grass has been cut this year with 18 and 21 days between cuts and the grass left on top.

**10/14 EMERGENCY PROCEDURES/HELPING HANDS VOLUNTEERS:**

No further update provided or further recommendations received on this from the Working Party. Suggestion to have a door to door flyer with the next newsletter looking for volunteers with days they could circle that they might be able to assist. A Working Party to meet to progress further. **Agreed.**

**11/14 INFORMATION EXCHANGE:**

Agenda items for ABLC representative or items for members attending Basildon Borough Council Liaison Meeting were noted.

**12/14 CORRESPONDENCE:**

Correspondence received for circulation noted.

**13/14 DATE OF NEXT MEETING:**

The next Meeting of Shotgate Parish Council will be on Tuesday 10th June, 2014 at 7.30 p.m. at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

Meeting ended at 9.00 p.m.

.....  
Chairman Parish Council

.....  
Dated