

Shotgate Parish Council



Chairman: Keith Allen

Vice Chairman: Peter Vickers

MINUTES OF THE MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE, ON TUESDAY 10TH JANUARY, 2017 AT 7.30 P.M.

PRESENT:

Councillors: K. Allen - Chairman, P. Vickers, M. Biddle, D. Harrison, M. McClenaghan, and J. Woolf

ALSO PRESENT:

Shotgate Parish Clerk – Georgina Bassett
Cllr. P. Holliman – Basildon Ward Councillor
Cllr. M. Mowe – Basildon Ward Councillor
Cllr. M. Buckley – Essex County Councillor
Fourteen members of the Public

01/17 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. Fanthorpe and Basildon Borough Councillor C. Morris and Essex County Councillor N. Le Gresley. It was **agreed** to accept the apologies.

02/17 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Meeting of Shotgate Parish Council of Tuesday 13th December, 2016 were approved as an accurate record. Proposed by Cllr. Vickers and seconded by Cllr. Woolf – **agreed**.

03/17 DECLARATIONS OF MEMBERS' INTERESTS:

Declarations of pecuniary or non-pecuniary interests received – none.

04/17 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:

Issues raised by members of the public.

- (i) Resident within Basildon enthusiastic for support in relation to build and run a homeless shelter within Basildon. Has offered to attend a meeting to speak to residents and the Parish Council regarding his plans. Clerk to invite to attend a future meeting to provide further details.
- (ii) Residents spoke with questions understanding that there is a proposed new waste tip to install on Dollymans Farm waste consultation and requested the Parish Councils input. To date no information had been received officially by the Parish Council although other councillors at Basildon/Essex were able to provide personal knowledge.
The Parish council will request information from Essex County Council Planning Department and if possible for an officer involved to attend a meeting to provide an update on the information for residents and the Parish Council.
- (iii) Cllr. Buckley confirmed no further information received from Essex County Council regarding the verges.
- (iv) Resident confirmed that there is no further update with regard to the auction on the sale of land strip regarding freehold land for sale within the Parish following on from the December 2016 Parish Council Meeting.
- (v) Residents requested that the parking is contained to the road and not the pavement at the location of the main shops along Southend Road with a request for an actual

divide line to be painted in to assist residents walking on the pavement.
Cllr. M. Buckley will report this back to ECC for a review of actual Right of Way access for pedestrians and confirmation of ownership.

- (vi) Enquiry if there has been a development for the yellow lines by the shops.
The Parish Council confirmed nothing further at this moment although lines have been requested in the area.
- (vii) Resident enquired of confirmation of the ownership of the land by the notice board.

05/17 FINANCE:

- (i) The bank statements for December were reconciled. Proposed by Cllr. Vickers and seconded by Cllr. Woolf – **agreed**.
- (ii) The payments of the following were considered:
Clerk/Responsible Financial Officer January 2017 salary/expenses - £775.16
Proposed by Cllr. Vickers and seconded by Cllr. Woolf – **agreed**.
The Co-operative Bank – 31.12.16 = £1,888.12 Barclays Bank – 31.12.16 = £24,469.06
The above was proposed by Cllr. Biddle and seconded by Cllr. Vickers – **agreed**.

06/17 BUDGET – PRECEPT 2017/2018:

The Parish Council considered the precept and budget, including projects for the budget for 2017/18.

It was **agreed** that although a budget has been allocated to assist with the workings of the precept that under administration, the employees salary/expenses etc. would be considered in detail in a private session after the members of the Personnel Committee had met to discuss with a recommendation to Full Council.

Based on the budget figures reviewed by Full Council, it was proposed by Cllr. Biddle and seconded by Cllr. Woolf to accept the budget with this review and request a precept of £24,829.97 this being £19.83 a year on a Band D – **agreed**. (Appendix attached.)

Cllr. Harrison requested for the voting on the precept/budget to be recorded.

Against – Cllr. Harrison.

In favour: Cllr. Allen, Cllr. Vickers, Cllr. Biddle, Cllr. McClenaghan and Cllr. Woolf.

No declarations of interest were received from any members.

07/17 NEWSLETTER 2017:

Update was received on the newsletter incorporating layout, distribution and costings. It was proposed by Cllr. Biddle £300.00 and seconded by Cllr. McClenaghan – **agreed**.

08/17 PLANNING APPLICATIONS: APPLICATIONS:

Applications No: 01724/FULL. Single storey rear extension to replace an existing conservatory; conversion of attached garage and porch utilising existing canopy and brickwork.

Location: 74 Woodberry Road, Shotgate, Wickford, Essex.

No objection.

Application No: 16/01741/FULL. Extension and conversion of bungalow to a chalet.

Location: 35 Fifth Avenue, Shotgate, Wickford, Essex.

No objection.

Application No: 16/01760/FULL. Erect single storey side extension.

Location: 35A Fanton Chase, Shotgate, Wickford, Essex.

No objection.

Application Decided:

Application: 16/01375/LDC. To establish the lawfulness of a single storey rear extension.

Location: 26 Fanton Walk, Shotgate, Wickford, Essex. **Granted**.

Application: 16/01378/FULL. Change of use to a use class D2 Dance Studio.

Location: Unit 1, Heron Trading Estate, Bruce Grove, Wickford, Essex. **Granted.**

09/17 POLICIES – PROCEDURES – REVIEW:

Review of (a) Planning and Environment Committee Terms of Reference; (b) Finance and General Purposes Committee Terms of Reference; and (c) Personnel Committee Terms of Reference.

The above were reviewed and it was proposed by Cllr. McClenaghan to have a sub committee for the Personnel Committee as a change to its terms of reference to assist with the forward progress.

A discussion ensued regarding this and an issue a councillor had on a personal nature with the Clerk entailing years prior and despite the request from the Clerk and the Chairman for this not to be continued in the public arena as it was private and for the councillor to please stop they were both ignored by the Councillor.

The Clerk recommended that the Chairman of the Personnel Committee contact EALC to discuss the best way forward with regard to the meeting of the Personnel Committee.

10/17 AUTUMN/WINTER 2017 PROJECTS:

The following were noted for presentation by the Working Party to the Parish Council at a later date with further detail.

- (i) A Christmas tree with roots to be installed by the Shotgate sign and confirmation of permission by the relevant authority – which has been requested from Essex County Council and Basildon Borough Council for this to be located and maintained by the Parish Council with costings for electrical installation and lights to be put onto the tree in the future.
- (ii) An ice rink for a seasonal event, costing, insurance and permission from relevant authority was considered.

11/17 SHOTGATE PARISH COUNCIL – REVIEW TO AMEND TO SHOTGATE VILLAGE COUNCIL:

Members considered further the reality for a change to the name “Shotgate Parish Council” and any costs to be reviewed via a Working Party and to put into the January Newsletter. The Clerk advised the legality and costings are being reviewed and will report back in due course.

12/17 DIARY OF EVENTS:

Further items were considered and will be for inserted into a diary of events for the Parish Council from January 2017 – 31st March, 2018.

13/17 PROJECTS/POLICIES UNDER REVIEW WITHIN SHOTGATE PARISH:

- (i) The refuse department is still considering the request for an additional dog and waste bin to be emptied when installed in the Parish. Consideration has been requested via residents to request two waste bins instead by the old London/Southend Road location.
It was proposed by Cllr. Vickers and seconded by Cllr. Biddle to amend this to two waste bins and subject to the Borough Council confirming it will remove the waste for an order to supply and install to go ahead – **agreed.**
- (ii) The costing quoted from Basildon to the Parish Council for between £700.00 to move the site approximately 2 – 3 metres or to redesign the site completely at a cost of up to £5,000.00 to be reconsidered following responses from Ward Councillors support without cost to the Parish. Cllr. Peter Holliman will receive further support.
- (iii) The ordering of the sensory equipment for Shotgate Park including removal of soil, timber edging and 4 railway sleepers, resurface one pathway and 2 picnic benches. To asphalt a pathway along the fitness play area and install one picnic bench at Bawdsey Path was considered at a cost of £16,550.00 plus VAT.

It was proposed by Cllr. Woolf and seconded by Cllr. Biddle to go ahead with the ordering and arrange a site visit with Basildon to confirm precise locations etc – **agreed.**

- Basildon Borough Council confirmed the continued approval of this project and satisfactory response in relation to enquiries for the insurance of the purchases.
- (iv) It was noted that further details of the proposed charity event at Shotgate Park should be available prior to the February meeting following a meeting later this week.
 - (v) An update was received from the working party on an update on bulb planting locations within the Parish with types of bulb and costs 2017 – 3,0000. Location near the poppies with a cost of approximately £1,500.00 for this and planting of the free shrubs from OVO under direction of Basildon Borough Council for throughout the Parish. It was proposed by Cllr. Vickers and seconded by Cllr. Biddle to go ahead with both of these projects with locations of planting to be confirmed – **agreed.**
Shotgate Baptist Church has kindly given permission for storage of the free shrubs.
 - (vi) A CIF application was considered for Response Funding towards an additional notice board. It was proposed by Cllr. Vickers and seconded by Cllr. Biddle for the Clerk to apply as per the completed application form – **agreed.**
 - (vii) The ECC Community Payback Programme Schedule 2017/18 was reviewed along with an update on the progress to date. The Baptist Church is considering offering short term storage for the paint received via Basildon for the refreshing of play equipment in some areas of the parks. Update received from the three councillors primarily involved in this confirmed that until the 8th March is suspended due to lack of work in the winter.

14/17 CPR AND DEFIBRILATOR TRAINING:

Free CPR and defibrillator training to be deferred to Spring for consideration by the Parish Council to arrange for free CPR and defibrillator training to be held on a suitable evening within the Parish for the community along with costing for the hall usage and mileage or donation.

15/17 ISSUES RAISED BY RESIDENTS:

- (i) The repair/replacement of the damaged Meadow View sign in Shotgate Park remains damaged.
- (ii) The straightening of the goal post in Shotgate Park has yet to be resolved.
- (iii) No update on the improvement to the locked barrier at the gate at the emergency opening at the Bruce Grove entrance was received.
- (iv) No further updated received on the situation of the surface water drain in Southend Road, opposite the pharmacist's.
- (v) Numerous street lights require repairing in the Parish, a request was made via ECC to resolve this following the details and locations.
- (vi) No further update received from ECC councillors on the large hole in the road at Third Avenue.
- (vii) To note no further update received from ECC councillors regarding the freehold and land for auction within the Parish of Shotgate.

The above will be entered into the diary for a three monthly review.

16/17 REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS:

Members reports circulated on Committees, Working Party Meetings, External Meetings or representatives attending meetings on behalf of the Parish Council prior to the meeting.

17/17 UPDATES – CLERK:

Members noted updates circulated prior to the meeting.

18/17 BOROUGH/COUNTY COUNCILLORS' REPORT:

Cllr. Buckley reported focus has been on budget and the proposal will be scheduled next week. Review for a zero based budget, yet to be confirmed. 6% over next 3 years in any way for social care from the government and this is very tight. Reserves are an issue and most of it is ear marked for projects.

19/17 ECC HIGHWAYS/BASILDON ISSUES:

Issues raised with County and Borough Council/Councillors and if any action has been resolved for consideration:

- (i) ECC on the condition of the hazards on the pathway at Blake Hall entrance to Manston park for repair by ECC via Cllr. Buckley.
- (ii) ECC councillors in their attempts to assist in the parish with the issue for yellow lines on the bend in Southend Road, both sides of the road past the post office and the care home through to the junction with the main Southend Road.
- (iii) Update on Cllr. Buckley's confirmation that ECC has agreed to repair the condition of the road along Hodgeson Way.

The above to be diarised for an update in three months' time.

20/17 RECEIVE ANY INFORMATION FOR ABLC INFORMATION EXCHANGE - TRAINING:

No updates received.

21/17 TO NOTE CORRESPONDENCE:

Correspondence received and circulated.

22/17 DATE OF NEXT MEETING:

The 2017 meetings at Shotgate Baptist Church Hall, Bruce Grove, Shotgate are scheduled to in most cases be the second Tuesday of each month except for August. Tuesday 14th February, 2017 is scheduled for the next meeting.

Members noted the dates for 2017 to the 2018 financial year.

Pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting is not open to the public and press for these items of business and will be instructed to withdraw.

Due to the lateness of the hour, the Chairman proposed that the following be deferred to the February meeting – **agreed.**

23/17 EMPLOYEE OF THE PARISH COUNCIL:

- (i) An update on the annual appraisal – November 2016.
- (ii) Annual consideration of salary scale in line with the contract.
- (iii) Review of set up terms of the pension, employees contribution and how implemented in compliance with HMRC with Tax/N.I. payments in consideration of outside source.

The meeting ended at 9.27 p.m.

Signed

Dated

Chairman of the Parish Council