

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 MAY 2016 AT 7.30 P.M.

PRESENT:

Councillors: K. Allen, P. Vickers, J. Woolf and M. McClenaghan

ALSO PRESENT:

Shotgate Parish Clerk – Georgina Bassett
Cllr. Buckley – Essex County Council
One Member of the Public

76/16 ELECTION OF THE CHAIRMAN:

It was proposed by Cllr. Woolf and seconded by Cllr. McClenaghan to elect Cllr. Allen as Chairman to the Parish Council – **agreed**. The Chairman then signed acceptance of office with the Parish Clerk as signatory.

77/16 ELECTION OF THE VICE-CHAIRMAN:

It was proposed by Cllr. Woolf and seconded by Cllr. McClenaghan to elect Cllr. Vickers as Vice-Chairman to the Parish Council subject to him accepting the role – **agreed**.

78/16 APOLOGIES FOR ABSENCE:

Apologies for absence received from councillors Fanthorpe and Biddle, Cllr. Harrison may attend the meeting later and Cllr. Vickers – apologies for lateness.

79/16 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Meeting of Shotgate Parish Council on Tuesday 12th April, 2016 were proposed by Cllr. McClenaghan and seconded by Cllr. Woolf to accept as an accurate record – **agreed**.

80/16 DECLARATIONS OF MEMBERS' INTERESTS:

- (i) No declarations of interest by members on any agenda items were received.
- (ii) Members were reminded to update any changes in declarations of interest to be completed and returned for online updating throughout the year.

81/16 DATES AND TIMES FOR PARISH COUNCIL/COMMITTEE MEETINGS FOR 2017:

It was proposed by Cllr. Allen and seconded by Cllr. Woolf to confirm the future dates and times for the 2017 Parish Council meetings for the second Tuesday in the month at 7.30 p.m. except August when no meeting is scheduled.

82/16 RECEIVE NOMINATIONS TO EXISTING COMMITTEES/REPRESENTATIVES/WORKING PARTIES:

- (i) Finance Committee (minimum of 3 members).
- (ii) Personnel Committee (Chairman and 2 other members).
- (iii) Planning Committee (minimum of 3 members).
- (iv) Consideration for any other committees.

It was proposed by Cllr. Allen and seconded by Cllr. Woolf to have Finance and Planning working parties and only Finance and Planning Committees when absolutely necessary with the exception of the Personnel Committee that all members to be on the committees –

agreed.

It was proposed by Cllr. Allen to continue the current Personnel Committee with Cllr. Fanthorpe as Chairman and Cllr. Woolf to attend with Cllr. Allen, seconded by Cllr. McClenaghan – **agreed.**

Working Parties:

- (v) ECC Community Pay Back Working Party with Cllr. Vickers, Cllr. Woolf and Cllr. Biddle to be primarily involved.
- (vi) Projects Working Party – Cllr. Woolf to lead, Cllr. Fanthorpe and Cllr. Biddle to be primarily involved.
- (vii) Communications Working Party/Newsletters Cllr. McClenaghan to lead, Cllr. Allen and the Parish Clerk to be primarily involved.
- (viii) Cllr. Biddle requested and it was **agreed** to be involved primarily in the Finance Working party. Additional primary working party members required.

It was proposed by Cllr. Allen and seconded by Cllr. McClenaghan that all members can attend all working parties – **agreed.**

To consider representatives:

- (ix) It was proposed by Cllr. Allen to ask the current representative on Essex County Council Parish Transport Meetings Representative to continue and to be invited along with other members of the public to be involved in working parties - **agreed.**
- (x) It was proposed by Cllr. McClenaghan and seconded by Cllr. Woolf for Cllr. Allen to continue to attend the ABLC meetings as the Parish Council representative.
- (xi) No recommendations made for the appointment of any additional committees/working parties.

83/16 REVIEW TERMS OF REFERENCE:

It was proposed by Cllr. Allen and seconded by Cllr. McClenaghan for the terms of reference for the Personnel Committee to be reviewed at the first committee meeting of this financial year – **agreed.**

84/16 FINANCIAL REGULATIONS REVIEW:

The Financial Regulations were reviewed with the recommended changes to the updated draft model and it was proposed by Cllr. Woolf and seconded by Cllr. McClenaghan to accept these amendments in items 1.6 and 6.4 – **agreed.**

85/16 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:

Questions from the public raised on the issue of obstruction of two blocks on the grass verges around the parish, in particular Bruce Grove and request by Basildon for these to be moved by the resident when they are not owned by him. The Clerk to request support from Cllr. N. Le Gresley and Cllr. M. Buckley from ECC and Cllr. C. Morris and Cllr. P Holliman of Basildon on what deterrent can be put in place to prevent vehicles parking on these verges.

86/16 FINANCE:

Cllr. Vickers arrived 8.15 p.m.

Payment of the following:

Clerk/Responsible Financial Officer May 2016 salary/expenses	£ 806.68
EALC Tailored Training on Monday 11 th April	£ 282.05
Internal audit/year end – A.S.A.P. Office Services	£ 193.58
Hags Supplier – Shotgate Park	£ 6,569.00
Bawdsey Path	£13,527.60
Basildon Borough Council payment towards insurance – upkeep of recent installation of equipment, fencing etc. in all three parks	£ 487.80
Annual payment for monthly copies of checklists in Bawdsey Park; and Crouch View Park areas	
Purchase of refreshments for ECC Community Payback	£ 7.95
Fuel – lawn mower – ECC Community Payback	£ 5.00
Cllr. Allen – cartridges	£ 31.20

Precept of £11,286.35 and grant from Basildon Borough Council of £1,193.94 paid to the account on 1st April, 2016. Proposed by Cllr. Woolf and seconded by Cllr. Vickers to agree the statements and the payments with the proviso that the majority of councillors confirm they are satisfied with the completion of work at Bawdsey Path and Shotgate Park prior to the cheques released.

£24.00 received from additional person attending the tailored training session.

Update on new members applications with Barclays Bank.

Barclays Bank account at £41,247.93 (including precept and grant) and the Co-operative bank account figures of £1,888.12 were finalised with the bank statement up to 30th April, 2016.

87/16 PLANNING APPLICATIONS:

Applications:

Application No: 16/00479/FULL. Two storey side extension and single storey rear extension linking to the existing garage.

Location: 36 Heathercroft Road, Shotgate, Wickford, Essex.

No objection.

PROPOSAL TO INTRODUCE STANDARD INSTRUMENT DEPARTURE PROCEDURES AT LONDON SOUTHEND AIRPORT:

Consideration for consultation response prior to 27th May, 2016. Review on

<http://www.southendairport.com/8english/75-standard-instrument-departure-procedures>

No comment.

Decisions:

Application No: 16/00254/PDPA. Removal of an existing extension and construction of a single storey rear extension extending 4.0 metres beyond the rear wall of the original dwelling.

Location: 33 Second Avenue, Shotgate. **Permitted Development.**

Application No: 16/00201/FULL. Single storey side and rear extension.

Location: 235A Southend Road, Wickford, Essex. **Granted.**

Application No: 16/00208/FULL. Erection of a single storey rear extension.

Location: 31 Sandown Road, Shotgate, Essex. **Granted.**

Application No: 16/00245/FULL. Erect first floor side extension over garage and roof dormer in the western flank roof slope (amended proposal). **Refused.**

88/16 PROJECTS/POLICIES UNDER REVIEW WITHIN SHOTGATE PARISH:

- (i) Bawdsey Path the gym equipment has been installed and the pathway completed, the gym instruction sign has been ordered and is the only item outstanding. Shotgate Park, update that the pathway and gates are nearly finished. The above considered payment to be made as in finance 86/16 above. Crouch View Park work to commence in the next week.
- (ii) Update received from Basildon on receipt of regular copies of the safety inspection checklists for Bawdsey and Crouch View parks after installation of the latest equipment in line with the contributions for £10.00 a month. Defer to June meeting.
- (iii) No report received from the Working Party on projects within the community for the budget for 2016/17 including requests received from residents. Defer to June meeting.
- (iv) No findings received to date from the Working Party for a project at the area in the main park behind the MUSA for consideration with a CIF application ready for submission after the July meeting.

- (v) No update received from members on recommendation for the Shotgate Parish Council Newsletter and the details received for printing and another distributor costings from a local company in Basildon. Cllr. McClenaghan to lead.
- (vi) Update received and noted from the Essex Community Payback unpaid work within the Parish following the first work on 3rd May. It was proposed by Cllr. Woolf and seconded by Cllr. Vickers that small items i.e. milk, biscuits, coffee, tea, black sacks, paint brushes, wire brushes etc. to be purchased and receipts submitted for reimbursement at parish council meetings. These works are scheduled to be most Tuesdays. Cllr. Woolf proposed and Cllr. Vickers seconded to pay £25.00 per session to the church for use of the hall. All the above will be reviewed at the parish council meetings - **agreed**.
- (vii) It was proposed by Cllr. Woolf to accept the DWD quotation in dark navy, gold lettering at a cost of £37.00 for each binder x 2 plus VAT and postage and packaging and seconded by Cllr. McClenaghan to appoint as the professional binders for the minutes.
- (viii) Costings reviewed for personalised badges for meetings with councillor names for Shotgate Parish Council. Cllr. Vickers will make further enquiries with either Basildon or Essex County Council.
- (ix) No update available from Cllr. McClenaghan on the feasibility of a Shotgate Community chat group or something similar i.e. social media/twitter he is pursuing enquiries.
- (x) The request by a resident for a waste bin via ECC Cllr. Holliman at Enfield Road, off Southend Road was considered. It was proposed for the Clerk to make enquiries for the purchase of two waste bins from Basildon and confirm if they would clear these regularly for the next meeting.
- (xi) Concern regarding danger of trees in Bawdsey Park – split at the bottom and the hazard this may cause if not resolved and consider the way forward by Cllr. Fanthorpe – defer to June meeting.
- (xii) Cllr. Harrison proposal for a Neighbourhood Plan to be considered for the parish to defer to June meeting.

89/16 ISSUES RAISED BY RESIDENTS:

- (i) Letter from resident regarding a block positioned on the grass verge outside residence to prevent parking in Bruce Grove and the communication to remove this from Basildon Borough Council was considered in addition to other concerns of nuisance parking in Bruce Grove on the grass verges. Reviewed in the open session 85/16.
- (ii) Resident enquiry on the update from Blake Hall Drive on the development of the refurbishment of the play area was undertaken by the Parish Clerk and action was then taken by the supplier to ensure the equipment was available for use, Clerk confirmed this has now been resolved.
- (iii) Details received from a resident on allotments and private owners providing allotment space in their gardens were considered. This was noted and any information will be forwarded to residents on enquiry.
- (iv) Consideration was made by a resident enquiring regarding deterioration in the main pathway at Shotgate Park and the unmade Meadow Path not enabling those in wheelchairs to access safely around the perimeter of the main park. This will be reviewed by the projects working party for improvements in the park area.

90/16 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.

91/16 UPDATES – CLERK:

Members noted updates circulated prior to the meeting.

92/16 BOROUGH/COUNTY COUNCILLORS’ REPORT:

Oral update from ECC Cllr. Buckley. A new Chairman appointed to County and he is keen to visit parish, village and town councils on suitable events.

A change to the Police and Crime Commissioner on 12th May and it has been highlighted to him that there are concerns over increase in crime in areas due to withdrawal of PCSO’s and reduced cover on the streets from uniformed officers. He would like to encourage Specials from within the community who meet the criteria to be trained and work in their own parish. Further information requested via Cllr. Buckley from the Parish Council to be received from the Commissioner.

93/16 ECC HIGHWAYS/BASILDON ISSUES:

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

- (i) The hazards on the pathway at Blake Hall entrance to Manston park were considered for repair by ECC. No improvement to date.
- (ii) No updates received from the Highways Panel Meeting on 14th January 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, update awaited.
- (iii) Review the parking on the bend at Alicia Avenue with a request for yellow lines at this point from Cllr. Buckley. To be confirmed.

94/16 TO RECEIVE ANY INFORMATION FOR ABLC INFORMATION EXCHANGE:

No agenda items for ABLC representative.

95/16 TO NOTE CORRESPONDENCE:

Correspondence received for circulation noted.

96/16 DATE OF NEXT MEETING:

The next meeting of Shotgate Parish Council for the Annual Meeting on Tuesday 14th June, 2016 at Shotgate Baptist Church Hall, Bruce Grove, Shotgate at 7.30 p.m.

The Parish Council Meeting ended at 9.20 p.m.

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Chairman Parish Council

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Dated