

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 NOVEMBER 2015 AT 7.30 P.M.

PRESENT:

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

ALSO PRESENT:

Parish Clerk – Georgina Bassett

Cllr. C. Morris – Basildon

75/15 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. Fanthorpe, Cllr. Harrison and Cllr. Holliman – Borough Councillor.

76/15 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Meeting of Shotgate Parish Council on Tuesday 13th October, 2015 were approved as an accurate record. Proposed by Cllr. Vickers and seconded by Cllr. Woolf – **agreed.**

The Personnel Committee Minutes of 4th November were approved as an accurate record, proposed by Cllr. Woolf and seconded by Cllr. Allen – **agreed.**

77/15 DECLARATIONS OF MEMBERS' INTERESTS:

No declarations of interest received by members on any agenda items.

78/15 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:

No questions received from members of the public.

79/15 FINANCE:

- (i) The October bank statements were reconciled.
- (ii) The payment of the following were considered:

Clerk/Responsible Financial Officer November 2015 salary/expenses	£791.61
Ramsden Crays Parish Council – reimbursement EALC Clerk Bursary	£ 55.25
Shotgate Baptist Church – Hall Hire	£ 84.00
The National Allotment Society	£ 66.00

It was proposed by Cllr. Vickers and seconded by Cllr. Biddle – with the exception of the National Allotment Society that the above be paid and the statements reconciled – **agreed.**

It was noted that the Royal British Legion Poppy Appeal were paid £17.00 approved by the Personnel Committee for a wreath to be laid at the Wickford Memorial Service.

It was noted that £157.50 was received from EALC as reimbursement for the Clerk's Bursary.

The three newly appointed councillors were now completing the bank signatories to enable with Barclays. Any changes to the Co-operative signatures to be decided at a later date.

Barclays Bank account confirmed at £34,808.51 and Co-operative account £1,958.37 figures finalised with the bank statement up to 31.10.15

80/15 INTERNAL AUDITOR/ANNUAL RETURN YEAR ENDED 31 MARCH 2015:

- (i) It was proposed by Cllr. Vickers and seconded by Cllr. Woolf to appoint a representative of ASAP Office Services of Chelmsford as the new internal auditor for 2015/16 – **agreed**.
- (ii) It was noted that the external audit signed off the audit for 2014/15 and displayed on notice board on 01.10.15.

81/15 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:

The plan was reviewed and a suitable letter was drafted and it was **agreed** to be sent to ECC Highways in accordance with works completed on the Section 106 Agreement.

82/15 PLANNING APPLICATIONS:

Application No: 15/01291/FULL. Single storey ground floor rear extension.

Location: 34 Fourth Avenue, Shotgate, Wickford, Essex.

The Parish Council had no objection.

Application No: 15/01296/BASS. Installation of 2 no. non-illuminated fascia signs to front and rear elevation.

Location: Unit 7, Capitol Industrial Centre, Fulmar Way, Shotgate, Wickford, Essex.

The Parish Council had no objection.

BASILDON BOROUGH COUNCIL – STATEMENT OF COMMUNITY INVOLVEMENT DRAFT SECOND REVISION – SEPTEMBER 2015:

The Parish Council noted that responses could be sent prior to the consultation of 12th November at <http://basildon.objective.co.uk/portal/sci/>.

ESSEX RURAL PARTNERSHIP – CONSULTATION:

The Parish Council noted the public consultation available for all residents until 4th December on <http://surveys.essexinsight.org.uk/EssexRuralStrategy>.

83/15 PROJECTS ONGOING/CONSIDERED WITHIN SHOTGATE PARISH:

The Shotgate Park signs have not been painted in gold at the entrance from Southend Road. It was proposed by Cllr. Vickers and seconded by Cllr. Woolf to defer this – **agreed**.

84/15 REVIEW OF PROCEDURES – RISK ASSESSMENTS:

It was proposed by Cllr. Vickers and seconded by Cllr. Biddle to **agree** to slight amendments where recommended and dates updated/minuted on documents listed (i) to (x).

- (i) Complaints against the Parish Council.
- (ii) Freedom of Information Act – Publication Scheme.
- (iii) Risk Assessment – Clerk.
- (iv) Risk Assessment – Shotgate Parish Council.
- (v) Anti-graffiti policy.
- (vi) Publication Policy.
- (vii) Openness and Transparency Policy.
- (viii) Health and Safety Policy – General
- (ix) Risk Assessment – Health and Safety - Venues.
- (x) Press Policy.

Review the Personnel Committee Terms of Reference. It was proposed by Cllr. Vickers and seconded by Cllr. Woolf to accept the small amendment to these terms

recommended by the Personnel Committee – **agreed**.

It was proposed by Cllr. Biddle and seconded by Cllr. Woolf for the following two committee terms of reference to be reviewed by the December meeting – **agreed**.

Finance and General Purposes Committee Terms.
Planning and Environment Committee Terms.

It was proposed and agreed by the Chairman that he review the Chairmanship Policy with the Clerk – **agreed** for the December meeting.

It was proposed by Cllr. Vickers and seconded by Cllr. McClenaghan that the Fixed Assets be reviewed in conjunction with the budget/precept for damage/repair/painting and available for the December meeting – **agreed**.

85/15 PRECEPT/BUDGET – 2016/17 REVIEW:

The initial maintenance draft of the precept/budget for 2016/17 and the projects to be reviewed.

The Assets Register to be reviewed prior to the December meeting to assist with the precept/budget for 2016/17 audit/insurance.

Both of the above items to be deferred to the December meeting for a decision after further consideration at a working party, proposed by Cllr. Biddle and seconded by Cllr. Woolf – **agreed**.

86/15 SHOTGATE PARISH COUNCIL SURGERY:

Members considered whether or not to have a Shotgate Parish Council Surgery and the frequency and day/time. It was agreed to be deferred to the December meeting.

87/15 REPLACEMENT OF TWO SIGNS – MANSTON PATH AND VEOLIA PATH:

- (i) It was noted that Basildon Borough Council are replacing the damaged Manston Path sign.
- (ii) The Parish Council considered the costing to replace and install a new Veolia sign at approximately £175.00 exclusive of VAT. It was proposed by Cllr. Vickers and seconded by Cllr. Woolf to arrange for replacement and installation of a new sign – **agreed**.

88/15 BUS SHELTER SEATS – 2 PACKETS OF 2 BENCH SEATS:

It was proposed by Cllr. Vickers and seconded by Cllr. Allen to remove the bus shelter seats and the new location for future storage purposes to be at Cllr. Vickers.

89/15 ESSEX POLICE – AMENDMENTS/CUTS TO NEIGHBOURHOOD POLICING TEAMS:

It was noted that a letter was received from Essex Police in response to the Parish Council letter. It was **agreed** for this to be reviewed further at the December meeting.

90/15 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.

91/15 REPORT – CLERK:

Members noted reports/updates circulated prior to the meeting.

92/15 BOROUGH/COUNTY COUNCILLORS' REPORT:

Oral update received from Cllr. Carole Morris of Basildon Borough Council of the excellent

attendance of the community at the Memorial at Wickford. She confirmed that the rubbish left at Fourth Avenue has now been removed.

93/15 ECC HIGHWAYS/BASILDON ISSUES:

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

- (i) Pedestrian Crossing at Southend Road near the junction of Bakers Close. ECC are reviewing further via Cllr. Le Gresley. Parish Council to consider any additional communication to Essex County Council on this issue. It was **agreed** to remove from the agenda. Review in six months' time.
- (ii) Essex County Council request for zebra crossing installation in Hodgson Way from the housing estate behind the industrial estate to Shotgate Park. Update from Panel on additional request. It was **agreed** to remove from agenda.
- (iii) No update on Second Avenue – Basildon Borough Council/Highways request to assist with the issues raised at the October meeting for improvements to the road aside from the potholes that have been repaired.
Cllr. Le Gresley enquiring regarding mobility for scooters within the road. It was **agreed** to remove from the agenda.
- (iv) The request for hazards on main pathway and entrance to the park near the archway to be repaired is that ECC accepts responsibility and routine inspection undertaken in August 2015 to be removed from the agenda.
The Blake Hall entrance to be considered for repair at the December meeting.
- (v) Hodgson Way to note the update received from Cllr. Buckley on the report to Highways on the sinking road and the blocked drains in Hodgson Way. To be reviewed at the December meeting.
- (vi) Drainage at Southend Road – primarily under the railway bridge overflowing. To review at the December meeting.
- (vii) The response from Essex Police on the various cuts and the effect in the community with the reductions was noted as 89/15 above.

94/15 TO RECEIVE ANY INFORMATION FOR ABLC INFORMATION EXCHANGE:

No agenda items received for the ABLC representative for the 12th November Liaison meeting at Basildon.

95/15 TO NOTE CORRESPONDENCE:

Correspondence received for circulation was noted.

96/15 DATE OF NEXT MEETING:

The next meeting of Shotgate Parish Council will be on Tuesday 8th December 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 was not open to the public and press for this item of business and they were instructed to withdraw.

97/15 RESPONSIBLE FINANCIAL OFFICER/CLERK'S APPRAISAL:

- (i) The comments on the appraisal were noted.
- (ii) Terms of the Contract of Employment were considered along with the current hours/pay structure currently at L24.
- (iii) Parish Clerk's Contract of Employment review/amendment with Chairman/Parish Clerk signature after (i) and (ii) agreed.

It was **agreed** to defer item 97/15 as the Chairman of the Personnel Committee was unable to attend or sign off the appraisal form.

The Parish Council Meeting ended at 8.20 p.m.

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Chairman Parish Council

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Dated