

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 11TH APRIL, 2017 AT 7.30 P.M.

PRESENT:

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

ALSO PRESENT:

Shotgate Parish Clerk/Responsible Financial Officer – Georgina Bassett
Cllr. M. Buckley – Essex County Councillor
Cllr. C. Morris – Basildon Borough Councillor
1 member of the public

55/17 APOLOGIES FOR ABSENCE:

Apologies for either delay and or absence received from Cllr. Harrison as he was at another event – accepted.

56/17 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Meeting of Shotgate Parish Council of Tuesday 14th March, 2017 were proposed by Cllr. Biddle and seconded by Cllr. Woolf as an accurate record – **agreed**.

57/17 DECLARATIONS OF MEMBERS' INTERESTS:

No pecuniary or non-pecuniary declarations of interest received from members on any agenda items.

Cllr. Fanthorpe asked the Clerk if she had a declaration of interest in relation to the salary. The Clerk informed all councillors that as she is the appointed Officer and is not involved in the decisions she would only make a declaration if there may be an interest for example with a service provider and as there was nothing of this nature on the agenda then she did not. Cllr. Fanthorpe was requested to clarify if there was something specific in relation to the salary or any changes in legislation that may affect this practice that had not been brought to the Parish Council attention to please inform all those present. He confirmed he did not but mentioned it was with regard to the item 59/17 (iv) outside source of monthly payroll. The Clerk confirmed she had no declaration of interest in this organisation.

58/17 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:

A resident provided a short update on Blake Hall area with regard to strips of land in the area and that Land Registry has recently been contacted regarding this.

Unfortunately the representative from the Homeless Shelter was unable to attend to provide an update on the possibility of building and running a homeless shelter in Basildon.

59/17 FINANCE:

- (i) It was noted that in accordance with the NALC for Local Government Services the pay scale effective 1st April 2017 for level SCP 24 will be automatically increased by 1%.
- (ii) The bank statements for March were reconciled. Proposed by Cllr. Allen and seconded by Cllr. Vickers – **agreed**.

- (iii) The payments of the following were considered:
- | | | |
|--|------------|-------------|
| Clerk/Responsible Financial Officer April 2017 salary/expenses | - £ 808.97 | chq. 100138 |
| That Essex Printer – flyer planning consultation February 2017 | - £185.00 | chq. 100139 |
| Basildon Leaflets – distribution flyers/newsletters | - £105.00 | chq. 100140 |
| P. Vickers – payback purchases | - £ 30.57 | chq. 100141 |
| Law and Procedures Course – Clerk
(1/2 Ramsden Crays) | - £ 75.00 | chq. 100142 |
| EALC and NALC 2017/18 Affiliation Fees | - £634.15 | chq. 100143 |
| P. Vickers – ECC payback | - £ 88.49 | chq. 100144 |
| J. Woolf – purchase of wall planner | - £ 4.70 | chq. 100145 |

A query was raised why a wall planner had been purchased and request for payment. The response was some councillors would find this useful to use at ECC payback and other working parties to keep a record of future events.

Cllr. Vickers raised a query as to why there was a delay in payment for the newsletter/ flyers and was another payment not raised at the March meeting.

The Clerk confirmed this delay was the result of an unusual directive to the new supplier to print and distribute which had been sent via a councillor instead of the Clerk, hence the delay in only recently receiving the invoices. The earlier payment had been made to another supplier for their services for publication and was primarily the consultation of the Dollymans Farm to the residents. **Cllr. Woolf disputes interpretation of invoice situation. Clerk disputes this.**

The Clerk confirmed that she is now in possession of the contact information to enable her in the future to engage directly in requesting this service provider on behalf of the Parish Council in the publication and distribution of the newsletters, flyers etc., and this should not be an issue in the future.

It was proposed by Cllr. Vickers and seconded by Cllr. Biddle to raise cheques for the above eight payments – **agreed**. Totalling = £1,931.78.

It was noted that the Clerk/RFO had applied for reimbursement of VAT to the Parish Council, received on 09.03.17 = £4,572.82

The Co-operative Bank account at 31.03.17 = £1,888.12

Barclays Bank account at 31.03.17 = £24,846.46

It was noted that the first precept of £12,414.99 and LCTS grant of £1,261.66 were received in April 2017.

- (iv) Recommendations received from the Working Party on the Interim Internal Audit Report with implementation by the Parish Council in particular consideration of outside source for monthly payroll and to review quotations for compliance with pension legalities and monthly tax and N.I. implications with HMRC and holiday table. It was noted that details of one supplier had been received via the Clerk and that two more to be forwarded to the Parish Council via councillors. To be considered at the May meeting – **agreed**.
- (v) The allowance for expenses and tax implications in reference to Legal Topic Note LTN 33 were considered. It was proposed by Cllr. Allen and seconded by Cllr. Biddle not to have an individual specific allowance that is taxable for councillors aside from that in the budget totalling £350.00 between seven councillors – **agreed**.

60/17 PLANNING APPLICATIONS - CONSULTATIONS:

APPLICATIONS:

Application No: 17/00302/FULL. Removal of existing conservatory and erection of single storey rear extension.

Location: 33 Third Avenue, Shotgate, Wickford, Essex.
No objection by the Parish Council.

Application No: 17/00271/COND. Discharge of Conditions 6 (Improvements to remaining games courts), 7 (Portable Cricket Mat) 10 (Noise Management Plan), 11 (Archaeology) and 12 (Landscaping Scheme) of Application No. 16/00496/FULL.

Location: Beauchamps High School, Beauchamps Drive, Wickford, Essex.
No objection by the Parish Council.

Application No: 17/00285/COND. To discharge conditions 4 (details of the finished floor levels of the building(s) hereby permitted in relation to existing ground levels have been submitted), 5 (a scheme of landscaping which shall include details of new walls and fences, all existing trees and hedgerows on the land and details of any to be retained, together with measures for the protection in the course of development), 7 (a construction method statement must be submitted to and approved by the Local Planning Authority) of consent ref: 16/01694/FULL.

Location: 8 Fanton Walk, Shotgate, Wickford, Essex.
No objection by the Parish Council.

DECIDED:

Application No: 17/00093/FULL. Demolish existing detached garage and construct a new detached garage.

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

Application No: 17/00274/NMBAS. To establish whether changes to the fenestration to allow the repositioning of the ensuite can be considered as a non-material amendment to granted consent 16/01724/FULL.

Location: 74 Woodberry Road, Shotgate, Wickford, Essex. **Granted.**
Noted.

CONSULTATIONS:

The Wickford Infant School and Wickford Junior School:

Consultation on a proposal to amalgamate the infant and junior schools with effect from 1st September 2018. Responses invited by 30th April 2017 either written to Essex County Council, School Organisation and Planning, PO Box 4261, County Hall, Chelmsford, Essex CM1 1GS or on <http://tinyurl.com/wickford-amalgamation>

The Parish Council has support for the proposed changes and requested the Clerk to send a letter to this effect – **agreed.**

Basildon Borough Council – Parish Council Consultees:

The invitation for the Parish Council to be added as a consultee to the system was reviewed. It was proposed by Cllr. McClenaghan and seconded by Cllr. Biddle to accept – **agreed.**

61/17 ROLES AND RESPONSIBILITIES:

Parish Councillors to review:

- (a) The Personnel Committee, Finance and General Purposes Committee and Planning and Environment Committee Terms of Reference were reviewed in advance of the Annual Parish Meeting in May as per the standing orders.
On further review Cllr. McClenaghan's recommendation is that there should not be any amendment to the Personnel Committee terms in addition to none for the other two committees.

- (b) Equality Policy to review for adopting to combine with the Equality Act 2010 for Disability Discrimination Act 1995 and 2005 along with the Race Relations Act 2000 and the Duty to Promote Race Equality 2002 to review this policy for consideration to adopt at the May meeting.
- (c) Bullying and harassment, dignity at work policy to review this policy for consideration to adopt at the May meeting.
- (d) Members noted for review The good councillor's guide for councillors and councils role and understanding that no councillor has delegated powers or responsibilities.
- (e) Members noted The Code of Conduct and spare copies were available for any councillors that required these.

Items (b) and (c) were proposed by Cllr. McClenaghan and seconded by Cllr. Fanthorpe for drafting on recommendation for drafted policies to be circulated for discussion at a working party if required and brought back for further discussion and adopting at the May meeting - **agreed**.

- (f) Training for councillors on the above issues was noted as available and requests for any other training via EALC or ABLC. Cllr. Allen requested the council to have additional tailored training and for the Clerk to provide details – **agreed**.

62/17 DIARY OF EVENTS:

No additional items received by the Clerk/RFO at the meeting to be inserted into the diary of events for the Parish Council up to 31st March, 2018.

63/17 PROJECTS/POLICIES UNDER REVIEW WITHIN SHOTGATE PARISH:

- (i) It was noted that no further information on support received from Ward Councillors on the relocation of the recycling site for either 2-3 metres £700.00 approximation cost and if it will be waived or additionally the situation with regard to an initially quoted cost of up to £5,000.00 to relocate to another area within the Parish without cost to the Parish Council. **Agreed** to defer to the June meeting.
- (ii) Progress on works to date on the pathway and other items in Shotgate – Manston Park and Bawdsey Path were received. It was noted that the pathway has been damaged further with concerns for health and safety issue. **Agreed** to defer to the June meeting.
Cllr. Buckley confirmed that he will be reporting back further on this.
- (iii) The charity event on the day of Sunday 21st May, 2017 was noted and no further recommendations of additional support were received from the Working Party with the next meeting with this organisation on 19th April, 2017.
- (iv) The latest update on the recommenced ECC Community Payback during March were noted, these included:
 - (a) No additional plans available for consideration to be agreed by the Parish Council for future work.
 - (b) The Church confirmed it was agreeable for access to the front of the church via a key for use of the disabled toilet.
 - (c) The Baptist Church has kindly permitted additional use of a shed for further storage and a key to the rear room has been handed to Cllr. Woolf.
 - (d) No further date was considered by the Parish Council for a Surgery. This is to be deferred for agreement at the May meeting.
An item was requested when agreed by Full Council on this for the date(s) to be submitted in the Newsletter.
Councillors Biddle and Woolf informed members that they would be meeting with a representative for suggested ideas of an outlay of the newsletter and would present this to the Parish Council at the May meeting for a decision.

The Clerk reminded members that the newsletter and any other publicity of finalised article must be sent via the Clerk/RFO to the supplier to ensure there are compliances with legal issues etc. in relation to content and publication for the website and payments are then received direct from supplier to the Clerk/RFO.

- (v) Members reviewed additional planting plans within the Parish including:
 - (a) Hanging baskets project by the shops. Cllr. Vickers requested this to be deferred - **agreed.**
 - (b) Interaction/advice with the Horticultural Society on shrubs plants in the area and the way forward was noted and they will be approached by a member of the Working Party and then referred to the Parish Council – **agreed.**
 - (c) The precise location of a Christmas Tree near the village sign was considered along with liaison with Basildon and permission from Highways regarding electricity. Councillors Biddle, Woolf and Vickers will supply their findings to the Council for a decision – **agreed.**

64/17 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 the meeting.

Cllr. Allen confirmed there is no recent update from the ABLC.

65/17 UPDATES – CLERK/RESPONSIBLE FINANCIAL OFFICER:

Members noted updates circulated prior to the meeting.

66/17 BOROUGH/COUNTY COUNCILLORS' REPORTS – ECC HIGHWAYS/BASILDON ISSUES:

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

- (i) Cllr. Buckley confirmed that the damaged barrier and post have been programmed to be replaced at Bruce Grove, ECC is waiting from the utility company to confirm.
- (ii) The damaged Meadow View sign in Shotgate Park has not been replaced/repared.
- (iii) The goal post in Shotgate Park has not been straightened.
- (iv) Cllr. Buckley confirmed that ECC is progressing with inspections in May 2017 in the area and will review the large hole in the road at Third Avenue.
- (v) No additional update received from ECC councillors regarding the freehold and land for auction within the Parish of Shotgate as in 58/17.
- (vi) Cllr. Buckley will pursue with Shotgate Park main pathway which has yet to be repaired due to a safety hazard – particular consideration with the Charity Event in the park in May (as in 63/17(ii)).

Residents are reminded that they have two votes at the election in May.

Cllr. Morris confirmed that we are in Purdah so the council has to be careful about what it publishes.

The responses to the local plan consultation are still being reviewed. The number of houses in each borough is being considered for building and kept free with a defined green belt which can only be amended with a new plan for new homes. The final plan is expected to be consulted on in August or September 2017.

67/17 RECEIVE ANY INFORMATION FOR ABLC INFORMATION EXCHANGE/NOTE GENERAL CORRESPONDENCE:

As above item 64/17.

68/17 DATE OF NEXT MEETING:

The next meeting is the Annual Meeting of Shotgate Parish Council scheduled for 7.30 p.m. on Tuesday 9th May, 2017 at Shotgate Baptist Church Hall, Bruce Grove, Shotgate.

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.

It was proposed by Cllr. Allen and seconded by Cllr. Woolf to continue this part of the meeting in private – **agreed**.

A short comfort break was provided:

69/17 EMPLOYEE OF THE PARISH COUNCIL - PENSION:

- (i) Cllr. Fanthorpe informed members that the Parish Council pension has been implemented effective 1st April, 2017 with payments taken via standing order and is scheduled to be amended in line with the slight annual increase in the NALC salary which was confirmed to be 1% as in 59/17(i) above.

It was proposed by Cllr. Fanthorpe and seconded by Cllr. Woolf that a pension offer of monthly payment of £45.00 plus just over £15.00 would be paid to the pension company for the employee of the Council with an approximation of 4% of salary paid - **agreed**.

Cllr. Fanthorpe provided some of the pension documentation from the pension company for review to members and the Clerk/RFO in connection with the arrangements and terms and of the pension. He informed those present that he was the authorised person to liaise with the pension company and that councillors Woolf and Allen were included with himself as authorised signatories and that last week the employee of the Parish Council had been added to this pension.

- (ii) Those present were informed that Aviva was the appointed pension company for Shotgate Parish Council.
- (iii) The Clerk/RFO acknowledged to members that today correspondence had been received in relation to the employee part from the pension company requesting that within 30 days it receives acceptance of the terms of the pension offered to her by the Parish Council. The pension company confirmed that a letter to the employee (Clerk/RFO) should be received from the Parish Council officially offering in writing with the percentage she can contribute, enabling her to accept or decline accordingly with proof of this to be available to the pension provider on request. As per (i) above will now be formally offered.

The Clerk/RFO informed members that the pension provider verbally relayed that every three years this is to be officially reviewed at a meeting and minuted.

Cllr. Fanthorpe requested the Clerk/RFO to provide him with the percentage to be deducted from her salary for the pension contribution. The Clerk reminded the Parish Council that this offer can only be made to an employee via agreed consent of the Parish Council and they must ultimately make the decision.

It was proposed by Cllr. Fanthorpe and seconded by Cllr. Allen for the Clerk/RFO to advise the Parish Council of the requested percentage contribution to be taken from her salary – **agreed**. The Clerk/RFO will request her contribution to the Parish Council after review of the recently received documents.

- (iv) Members noted that The Pensions Regulator had written to the Clerk/RFO for online compliance on behalf of the Parish Council by 13th May, 2017 which was on previous 2017 agendas to consider (including information that all staff must individually be written to telling them how automatic enrolment applies to them – as in (i) above).

Cllr. Fanthorpe informed those present that he had contacted the Pensions Regulator online and complied with all the required information and that he is the contact point and the council is compliant with all the regulations.

The Clerk/RFO again reminded the Parish Council that no councillor has authorised delegated powers, decisions are made by the Parish Council and not individual councillors. These are minuted and these instructions are then carried out by the Clerk/RFO on behalf of the Parish Council. In addition the original documents and correspondence relating to the pension should be retained by the Officer of the Council.

Many councillors expressed their disagreement with this legality in relation to the pension and that the Clerk/RFO should not be the authorised person to communicate with the pension company and/or HMRC in this issue nor retain the original documents on behalf of the Parish Council.

Cllr. Biddle asked why the Council had not addressed the above previously and the Clerk confirmed that it had been placed on all three agendas for January to March 2017 under private session for consideration and review for a decision by the Parish Council and these had all been deferred.

Cllr. Fanthorpe and Cllr. Allen informed members that no further information for decisions had been available from the pension company for the Parish Council to consider until now.

- (v) The issue of authorised administrator was considered. Given that the majority of councillors did not agree for the Clerk/Responsible Financial Officer to be the authorised person for the pension company to communicate directly with/on behalf of the Parish Council, despite the fact that no councillor can have delegated powers, the Clerk/RFO referred them to agenda item 59/17(iv) that had been on earlier 2017 agendas for the Council to consider as a possible option for outsourcing to a third party along with the payroll, following minuted directives and agreement from the Parish Council.

It was proposed by Cllr. McClenaghan and seconded by Cllr. Allen that two more suppliers for monthly payroll be considered as in 59/17(iv) for consideration for the payroll supplier to be given directive from the Parish Council with regard to pension payments and the Clerk to contact EALC for additional advice for the Parish Council in connection with this situation – **agreed.**

APPRAISAL:

As in agenda item 61/17 (a) above, following proper structure of the Personnel Committee Terms of Reference in relation to the appraisal, Cllr. Allen confirmed that the Chairman of the Parish Council will provide a date to the Clerk/RFO to arrange a Personnel Committee Meeting for an appraisal with the Clerk/RFO.

The Clerk/RFO will provide an updated appraisal form to the three members of the Personnel Committee, they in turn will collate information received from members and provide comments to the Clerk/RFO in advance of the posted date for this meeting.

It was confirmed by Cllr. Allen that it is likely this will be on a Tuesday with the signed off agreed appraisal form to be available to Full Council in due course - **agreed.**

Meeting ended at 21.50 p.m.

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Chairman

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