

Shotgate Parish Council



Chairman: Peter Vickers

Vice-Chairman: Keith Allen

MINUTES OF THE MEETING OF SHOTGATE PARISH COUNCIL HELD AT SHOTGATE BAPTIST CHURCH HALL, BRUCE GROVE, SHOTGATE, ON TUESDAY 11TH NOVEMBER, 2014 AT 7.30 P.M.

PRESENT:

Councillors: P. Vickers, K. Allen, G. Fanthorpe and E. Houghton

ALSO PRESENT:

Clerk – Georgina Bassett

Keith Adler - Transport Representative

1 member of the public

Cllr. P. Holliman – Basildon Borough Council

Cllr. M. Mowe – Basildon Borough Council

04/14 APOLOGIES FOR ABSENCE:

Apologies for absence received from Cllr. David Harrison – unwell, Cllr. Malcolm Hodges, Cllr. Carole Morris – BBC and Cllr. Nigel Le Gresley – ECC.

05/14 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Parish Council Meeting of Shotgate Parish Council of Tuesday 14th October, 2014 were approved as an accurate record. Proposed by Cllr. Allen and seconded by Cllr. Fanthorpe – **agreed**. The Planning and Environment Committee Minutes of 21st October, 2014 were approved as an accurate record. Proposed by Cllr. Allen and seconded by Cllr. Fanthorpe – **agreed**.

06/14 DECLARATIONS OF MEMBERS' INTERESTS:

No declarations of pecuniary interest received from any member on any agenda items.

07/14 PUBLIC TO BE HEARD – 20 MINUTES MAXIMUM:

The Parish Transport Representative:

- (i) Thanked the Parish Council for supporting the objection of the garages in application 14/01016/FULL at the Planning Committee Meeting.
- (ii) Confirmed that the Planning Department displayed notice of planning application 14/01016/FULL on the five garages, is out of date.
- (iii) New timetables on amendments have been requested.
- (iv) Travel between Southend and Wickford is being reviewed.
- (v) Question who monitors the 7.5 tonne weight limit. The Clerk will confirm.
- (vi) Resident requested additional support on the noise frequency. The Clerk will write on behalf of the Parish Council to the Environment Agency, Basildon Planning Department and Mark Francois MP to request that the relevant department hires this equipment enabling the frequency to be measured.
- (vii) Extensive flooding at the bridge with mud flowing down the road as a result of the properties built adjacent to Southend Road.

08/14 FINANCE:

- (i) The October bank statement was reconciled.
- (ii) Payment of the following was approved.

Clerk/Responsible Financial Officer November 2014 salary/expenses	£ 583.84
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EALC/SLCC Networking/Training – G. Bassett (1/2 split Ramsden Crays)	£ 5.00
Heelis & Lodge (internal auditor)	£ 115.00
Local Councils explained book for councils – ½ Ramsden Crays EALC	£ 24.99
The National Allotment Society	£ 66.00
Abbot Sign – Bawdsey Path (inclusive of VAT)	£ 118.20
EALC – Election Day Training (1/2 Ramsden Crays)	£ 30.00

Items (i) and (ii) above were **agreed**. Proposed by Cllr. Allen and seconded by Cllr. Fanthorpe.

Amount available at Co-operative bank account at 31.10.14. £1,958.37.

Amount available at Barclays bank account at 31.10.14 £22,731.00.

09/14 PRECEPT/BUDGET – 2015-2016/AUDIT:

The suggestions for projects from a Working Party are being considered. The response from Basildon on a grant/level has not yet been confirmed by Basildon. The Parish Council considered its precept/budget but waiting details for Basildon prior to finalising. Working Party to submit to Full Council for its decision by January meeting.

10/14 PLANNING:

Applications:

Application No: 14/01262/FULL. Construction of first floor front extension and addition of front facing dormer.

Location: 34 Fanton Walk, Shotgate, Wickford, Essex.

The Parish Council had no objections.

Decisions:

Application No: 14/00844/FULL. Single storey side extension.

Location: 20 First Avenue, Shotgate. **Refused.**

Consultation on Sex Establishment Licensing Policy.

The Parish Council considered comments on this policy and the response to Basildon is a "no thank you" to Sex Establishments within its Parish.

11/14 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:

Update received from Cllr. Le Gresley date for commencement during the 2014/15 financial year to be in January, 2015. Proposed by Cllr. Vickers and seconded by Cllr. Allen to send a letter to Essex County Council Highways and copy to MP, Basildon, Ward and County Councillors.

12/14 PROJECTS ONGOING/CONSIDERED WITHIN SHOTGATE PARISH:

- (i) The Parish Council received confirmation from Basildon Planning Department that planning is not required for the ornamental archway in Shotgate Park. Response to the application for funding should be received early December, 2014.
- (ii) It was **agreed** to defer the date of the official opening ceremonies for Manston Path/Shotgate Park until March/April, 2015.

13/14 EMERGENCY PROCEDURES/HELPING HANDS VOLUNTEERS:

An update on the two working party meetings with volunteers for these two projects and suggestions on the way forward for the community was noted. Another update in the Winter Newsletter.

14/14 REPORT OF COMMITTEES - WORKING PARTY MEETINGS – EXTERNAL MEETINGS:

Members noted reports circulated on Committees, Working Party Meetings, External Meetings/representatives attending meetings on behalf of the Parish Council. The opportunity was available for Councillors/representatives to give verbal reports only on any reports not yet circulated.

- (i) On Thursday 4th December an invitation to attend the Scrutiny Task and Finish Review Meeting for residents to submit issues prior to the meeting to Basildon Borough Council. Cllr. Vickers/Cllr. Hodges requested to attend, only permitted to only attend as residents and not representatives of the Parish Council.
- (ii) It was considered for Cllr. Houghton to accept the invitation to represent Shotgate Parish Council as a member at Shotgate Community Association Committee Meetings every 4th Wednesday of the month. It was proposed by Cllr. Vickers and seconded by Cllr. Allen to defer this appointment as representative until the May 2015 Annual meeting – **agreed**.

15/14 REPORT – CLERK:

Members noted reports/updates circulated prior to the meeting.

16/14 BOROUGH/COUNTY COUNCILLORS' REPORT:

Cllr. Michael Mowe – Scrutiny Task and Finish Review Meeting on Thursday 4th December, 2014. Residents are invited to attend with pre-submitted issues as in 14/14 (i) above.

Cllr. Holliman confirmed that the signage at Bruce Grove will be installed near the Community Hall by Essex County Highways.

Hedge cutting card by councillors has been resolved. For walkways/roadways privately adopted then a card can be issued. If not privately owned then residents to contact Essex County Council for a log and follow up number, unless it is a hazard.

Bruce Grove barrier will be removed and in its place will be installed a pinch point as a self-restricted weight restrictor. Issues are likely with the necessity for overweight vehicles to reverse into the small side streets of Shotgate.

The Clerk to write on behalf of the Parish Council to Basildon Planning Department for the plans on the development of the removal of this barrier.

17/14 ECC HIGHWAYS/BASILDON ISSUES:

Issues raised with ECC Councillors/Basildon Borough Council/Councillors and if any action has been confirmed/resolved:

- (i) Cllr. Mowe's suggestion to regular meetings with Basildon, ECC and other services with Shotgate Parish Councillors was considered and **agreed**.
- (ii) Obstruction/Congestion Parking by Southend Road.
The Parish Council considered the response from Basildon Borough Council that an application for use of land for a car park would need to be applied from the Parish Council following consultation from the community and review of the Parish Council on how these fees would be monitored – **objected**.
- (iii) Speeding cars by the football pitches – Enfield Road/Oak Avenue.
The Parish Council considered the way forward that proof of evidence is required of frequency, days of the week/times if future request for humps. It was proposed by Cllr. Vickers not to take this any further – **agreed**.
To note:
- (iv) Fourth Avenue – disturbance noises. Consideration of frequency of noise could be measured. This equipment is not available with either Basildon Planning Department or Environment Agency. This was discussed in 7/14 (vi) above.
- (v) Fourth Avenue – hazardous tree. Essex County Council Highways has been requested to review this issue.
- (vi) Pedestrian Crossing at Southend Road near the junction of Bakers Close. Awaiting approval of the Cabinet Member for Highways.
- (vii) Sign at grass verge by Community Association. Essex County Council has agreed to install.
- (viii) Bawdsey Path/Manston Path – Grass Cutting/Damaged Trees. Basildon confirmed works delayed, resulting in unable to complete all set works in anticipated time frame.

- (ix) Lucerne Avenue – Hedge Pruning issue now with Basildon Borough Council.
- (x) Flooding within Shotgate – Crouchview Close and Southend Road.
- (xi) Network Rail – Basildon Borough Council pursuing through the Rail Forum.
- (xii) Bruce Grove Development. The Parish Council has not received any recent consultations from Basildon Borough Council to respond on this issue.
- (xiii) Tree sap at 40 Fanton Walk – Basildon Borough Council following up this issue.
- (xiv) Second Avenue – Basildon Borough Council/Highways have been requested to assist with the issues raised at the October meeting for improvements to the road

Review:

- (xv) The damaged bollard at junction of Fourth Avenue and Bruce Grove has not been replaced. Understanding that the waste disposal vehicles hit this. Request Basildon to look at the site and to consider relocation of the bollard.
- (xvi) Dollymans Farm walkway and cycle access to Wickford have been requested of Basildon Borough Council and Essex County Council Highways. Nothing further received to date.
- (xvii) The replacement safety barrier at Manston Park exit Southend Road from Basildon Borough Council has not been installed. To be deferred to the November meeting.

18/14 STORAGE – DOCUMENTS:

Storage off-site was considered under (i) emergency planning; and (ii) lack of space at Parish Clerk's residents. Initial box costs and retrieval and subsequent annual storage of maximum 25 boxes at £3.00 per year. **Agreed** in principle. The Clerk to enquire legislation for duration of storage retention by law.

19/14 INFORMATION EXCHANGE:

No agenda items for ABLC representative were received.

20/14 CORRESPONDENCE:

Correspondence received for circulation was noted.

21/14 DATE OF NEXT MEETING:

The next Meeting of Shotgate Parish Council to be on Tuesday 9th December, 2014 at 7.30 p.m. 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.

9.05 p.m. Cllr. Houghton and the Parish Clerk left the meeting.

22/14 APPRAISAL:

The comments on the appraisal and the Terms of the Contract of Employment were considered along with the current hours/pay structure of the Clerk effective mid November, 2014.

It was **agreed** effective 17th November to increase the Clerk's current hours to 18 each week and an increase of one salary scale level to LC24.

Meeting ended at 9.10 p.m.

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Chairman Parish Council

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Dated