

# 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 13<sup>th</sup> DECEMBER, 2016 AT 7.30 P.M.

## **PRESENT:**

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

## **ALSO PRESENT:**

Shotgate Parish Clerk – Georgina Bassett  
Two members of the Public

## **79/16 APOLOGIES FOR ABSENCE:**

Apologies for absence received from Cllr. G. Fanthorpe and Essex County Councillor N. Le Gresley and Cllr. C. Morris.

## **80/16 MINUTES OF PREVIOUS MEETINGS:**

The minutes of the Meeting of Shotgate Parish Council of Tuesday 8<sup>th</sup> November, 2016 were approved as an accurate record. Proposed by Cllr. Vickers and seconded by Cllr. Woolf – **agreed**.

## **81/16 DECLARATIONS OF MEMBERS' INTERESTS:**

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

## **82/16 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:**

Issues raised by members of the public on:  
Proposed sale of land that may have affected access to properties within the Parish. Residents confirmed a discrepancy of land had been declared between two property developers and a developer had put the property up for sale.  
The Parish Council to enquire if notice has been served to ECC. Can ECC purchase the subsoil land. Proposed by D. Harrison and seconded by Cllr. Vickers to send letter to ECC - **agreed**. Ask if residents purchased this can they give as a gift to ECC.

**7.55 p.m. Cllr. McClenaghan arrived.**

## **83/16 FINANCE:**

- (i) The bank statements for November were reconciled. Proposed by Cllr. Vickers and Cllr. Woolf seconded and to **agree** all of the following.
- (ii) The payments of the following were considered:
- |   |         |
|---|---------|
| Clerk/Responsible Financial Officer December 2016 salary/expenses - | £757.81 |
| Tax/N.I. HM Revenue -   | £744.12 |
| K. Allen – cartridges -   | £22.45  |

The Co-operative Bank – 30.11.16 = £1,888.12 Barclays Bank – 30.11.16 = £25,993.44  
Payment made to P. Vickers for ECC Community Payback of £48.13 was noted.  
To note the Royal British Legion Poppy Appeal payment of £34.00 had not cleared.

**84/16 BUDGET – PRECEPT 2017/2018:**

The Parish Council considered the outline draft budget, including projects for the precept for 2017/18 from information received from the working party for agreement at the January meeting. Working Party in January to review further.

**85/16 INTERNAL AUDITOR 2016/17:**

The appointment of the internal auditor for this financial year was considered and it was proposed by Cllr. Vickers and seconded by Cllr. Allen to continue with the appointment of ASAP Office Services – **agreed**.

**86/16 REVIEW OF ROLES IN THE PARISH COUNCIL:**

- |                         |                            |
|-------------------------|----------------------------|
| (i) Personnel Committee | (ii) Planning Committee    |
| (iii) Finance Committee | (iv) Newsletters           |
| (v) ECC Payback         | (vi) Finance Working Party |

The above items were considered.

It was **agreed** for Cllr. McCleghanan, Cllr. Biddle and Cllr. Woolf to be involved in the Newsletter to move forward in the New Year for the end of January, 2017.

**87/16 PLANNING APPLICATIONS:  
APPLICATIONS:**

**Application No: 16/01496/FULL.** Proposed two storey side/front extension and rear conservatory.

**Location:** 3 Uxbridge Close, Shotgate, Wickford, Essex.  
No objection from the Parish Council.

**Consultation on New Sites and Alternative Sites for Basildon Borough Draft Local Plan (7):**

The Chairman on behalf of the Parish Council reminded residents that additional draft local plan details were being considered by Basildon Borough Council and to provide additional comments to Basildon Borough Council.

**Notice:**

It had been noted that information of ownership within the Parish had been circulated in relation to right of way access to various roads. The Parish Council has not been officially advised of this via Basildon Borough Council. It was suggested that residents contact Basildon/Essex County Council direct with any queries regarding this.  
As in 82/16 above.

**DECIDED:**

**Application No: 16/01196/LDC.** To establish the lawfulness of a proposed single storey rear extension, replacing conservatory, conversion of attached garage into habitable accommodation and creation of a front porch.

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

**Application No: 16/01328/TPOBAS.** Fell poplar tree (T1 of TRP/23/06) in rear garden and replace with silver birch.

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

**88/16 POLICIES – PROCEDURES – REVIEW:**

To review:

- |                              |                                  |
|------------------------------|----------------------------------|
| (i) Financial Regulations    | (ii) Press Policy                |
| (iii) Transparent Policy     | (iv) Graffiti Risk               |
| (v) Graffiti Risk            | (vi) Clerk Home                  |
| (vii) Risk Assessment Health | (viii) Health and Safety General |
| (ix) Risk Assessment Review  | (x) Freedom of Information       |
| (xi) Complaints Procedure    | (xii) Standing Orders            |

The above documents had been reviewed by a Working Party and it was proposed by Cllr. Harrison and seconded by Cllr. Vickers not to make any amendments – **agreed**.

**89/16 AUTUMN/WINTER 2017 PROJECTS:**

- (i) A Christmas tree with roots to be installed by the Shotgate sign and confirmation of permission by relevant authority 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 was considered to be reviewed in the New Year.
- (ii) An ice rink was considered for a seasonal event, costing, insurance and permission from relevant authority to locate. To be reviewed in the New Year.

**90/16 SHOTGATE PARISH COUNCIL – REVIEW TO AMEND TO SHOTGATE VILLAGE COUNCIL:**

Members considered consulting residents to review for a change to the name “Shotgate Parish Council”. Cllr. Woolf proposed to look further into this with costings and consultation of residents and seconded by Cllr. Biddle – **agreed**.

**91/16 DIARY OF EVENTS:**

Consideration given to comprise a diary of events for the Parish Council from January 2017 – 31<sup>st</sup> March, 2018. It was proposed by Cllr. Woolf and seconded by Cllr. Biddle for the Clerk to set up a diary and members to contribute to this – **agreed**.

**92/16 PROJECTS/POLICIES UNDER REVIEW WITHIN SHOTGATE PARISH:**

- (i) It was noted that the refuse department has been advised that an additional dog and waste bin have been requested to be installed in the Parish. To date a response to confirm they will be able to collect has yet to be received from Basildon.
- (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 was considered. This information was only recently brought to the attention of the Parish Council after its decision to agree to move it along 2 -3 metres necessitating a further review.  
It was proposed by Cllr. Woolf and seconded by Cllr. Vickers to pursue this further with Ward Councillors of Basildon Council without payment.
- (iii) To note that a date is scheduled for a committee meeting in January for members to attend in support of a proposed charity event at Shotgate Park.
- (iv) The working party provided an update on Bulb planting locations within the Parish with types of bulb and costs and the feasibility for the free offer of bulbs from OVO energy in consultation with approval from Basildon Borough Council. Figures are awaited for costings and the area not planted in 2016 for 2017.
- (v) The new layout for the January 2017 new look Newsletter was considered and the Working Party will review to take this further forward.

**93/16 ISSUES RAISED BY RESIDENTS:**

- (i) The repair/replacement of the damaged Meadow View sign in Shotgate Park has not yet been repaired.
- (ii) It was noted that despite further requests from the Clerk no further update on the straightening of the goal post in Shotgate Park had been received.
- (iii) It was noted that despite further requests from the Clerk to the query regarding the condition and effectiveness of the locked barrier at the gate at the emergency opening at the Bruce Grove entrance no update had been received.
- (iv) The surface water drain in Southend Road, opposite the pharmacist's has continued to block. A request has been made to the water board and Borough and County Councillors have been asked to support to resolve along with the drains under the bridge on approach from Wickford.
- (v) An update of numerous street lights out in the Parish, request via ECC to resolve this following the details and locations. The target in the County is for no more than 2% to be out at any given time.

- (vi) Third Avenue a large hole in the road, this has been reported to Highways with a request to resolve.

**94/16 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. This included the offer for funding of £13,550.00 From the ECC CIF for the two park areas. It was proposed by Cllr. Harrison and seconded by Cllr. Woolf to accept this offer – **agreed**.

**95/16 UPDATES – CLERK:**

Members noted updates circulated prior to the meeting.

**96/16 BOROUGH/COUNTY COUNCILLORS' REPORT:**

No additional reports received.

There will be at least the 2% for the social services and possibly another increase in Essex County Council precept.

**97/16 ECC HIGHWAYS/BASILDON ISSUES:**

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

- (i) No further update from 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) To note no further update received from ECC councillors in their attempts to assist 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) To note no further update on the date from Cllr. Buckley's confirmation that ECC has agreed to repair the condition of the road along Hodgeson Way.

**98/16 TO RECEIVE ANY INFORMATION FOR ABLC INFORMATION EXCHANGE - TRAINING:**

Nothing further received via ABLC.

**99/16 TO NOTE CORRESPONDENCE:**

Correspondence received for circulation was noted.

**100/16 DATE OF NEXT MEETING:**

The 2017 meetings at Shotgate Baptist Church Hall, Bruce Grove, Shotgate are scheduled to be the second Tuesday of each month except for August. Tuesday 10<sup>th</sup> January, 2017 is scheduled for the first New Year meeting.

The meeting ended at 9.00 p.m.

Signed .....

Dated .....

Chairman of the Parish Council