

# 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 14<sup>TH</sup> JUNE 2016 AT 7.30 P.M.

## **PRESENT:**

Councillors: K. Allen, P. Vickers, G. Fanthorpe, M. Biddle and M. McClenaghan

## **ALSO PRESENT:**

Shotgate Parish Clerk – Georgina Bassett  
Nine members of the Public

## **97/16 APOLOGIES FOR ABSENCE:**

Apologies for absence received from Cllr. J. Woolf and Cllr. D. Harrison and Cllr. M. Buckley – ECC, Cllr. N. Le Gresley – ECC and Cllr. C. Morris – Basildon Borough Council. Cllr. McClenaghan and Cllr. M. Biddle will attend later.

## **98/16 MINUTES OF PREVIOUS MEETINGS:**

The minutes of Tuesday 10<sup>th</sup> May, 2016 were received and approved, proposed by Cllr. Fanthorpe and seconded by Cllr. Vickers – **agreed**.

## **99/16 DECLARATIONS OF MEMBERS' INTERESTS:**

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

## **100/16 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:**

Questions received from the public:

- (i) Flooding issue – under Railway Bridge/Crouch View Close, concern as two years' ago this Close was severely flooded. Resident has contacted Cllr. N. Le Gresley and ECC Highways. Clerk will contact ECC Highways and copy in ECC Councillors to request that this issue is looked at again. Basildon Borough Council to be requested to collect grass cuttings as causing blockage resulting in the water seeping out of the drains and for a session to review this area and clean the drains as there has been an increase in rainfall.
- (ii) Request that the grass area by the wasteland at the roundabout overgrowth be reported to Basildon to arrange clearing.
- (iii) Small childrens' play area at Crouch View Park. Concern about the state of the newly installed safety gate, not safely close. Chairman informed that is under Basildon Borough Council's responsibility and has been reported to Basildon who is liaising with the supplier.

## **Cllr. M. Biddle – arrived 7.40 p.m.**

- (iv) Planning concerns for 8 Fanton Walk. Council confirmed they have made notes and will be opposing the application.  
Resident enquired regarding Basildon Borough plan for Shotgate consideration for Bakers Farm and therefore why must the Borough give permission to build in people's gardens? Chairman recommended residents review the letter posted onto the notice board to address these issues that was sent to Basildon with regard to the plan.

## 01/16 FINANCE:

- (i) The May bank statements were **agreed**. Proposed by Cllr. Fanthorpe and seconded by Cllr. Vickers.
- (ii) The change to the Clerk/RFO SCP 24 from NALC with 1% increase and back pay for April and May was approved. Proposed by Cllr. Vickers and seconded by Cllr. Fanthorpe – **agreed**.
- (iii) Payment of the following was reviewed :

Clerk/Responsible Financial Officer June 2016 salary/expenses	£825.31
plus back-pay increase NALC 1% effective 01.04.16.	
- (iv) Hall Hire dates and ECC Payback (3) 09.05.16 – 07.06.16 £160.00
- (v) Insurance renewal (not yet received from insurance)
- (vi) N.I./Tax – April – June 2016 £678.10
- (vii) HM Revenue & Customs – underpayment National Insurance £246.12
- (viii) Cllr. P. Vickers – ECC Community Payback £31.38
- (ix) EALC – First Aid Course – Clerk attendance £85.00

The above was proposed to pay by Cllr. Fanthorpe and seconded by Cllr. Biddle with the exception of the HMRC and the insurance invoice, yet to be received – **agreed**.

The Clerk to write to HMRC to request calculations proposed by Cllr. Biddle and seconded by Cllr. Vickers – **agreed**.

It was noted payment of £14.70 was made to Cllr. J. Woolf re. ECC Community Payback.

No additional update received on new members applications with Barclays Bank. Clerk to write to follow up for Cllr. M. Biddle.

Barclays Bank account at £25,810.46 and Co-operative bank account figures of £1,888.12 were finalised with the bank statement up to 31<sup>st</sup> May, 2016.

## 02/16 PLANNING APPLICATIONS:

### Applications:

**16/00634/FULL.** Proposed demolition of existing bungalow in disrepair, new replacement dwelling with rooms in roof and 2 no. new detached bungalows to rear with existing crossover adjusted to suit in addition to a new crossover.

**Location:** 8 Fanton Walk, Shotgate, Wickford, Essex.

Objection for this planning application by the Parish Council on the grounds of over development, too close to already existing properties, too small gardens, excess of parking in the road and serious access concern for emergency vehicles. These properties are being requested as bungalows but plans are for rooms upstairs therefore overlooking other properties and not bungalows.

### Decided:

**Application 16/00120/FULL.** Construction of one dwelling.

**Location:** Land adjacent to Claygate, Enfield Road. **Refused.**

**Application 16/00373/FULL.** Erect two storey side extension.

**Location:** 41 Alicia Avenue, Wickford. **Granted.**

**Application 16/00479/FULL.** Front porch, two storey side extension and single storey rear/side extension linking to the existing garage. **Granted.**

### Consultations:

Essex Rural Strategy – draft consultation review prior to refreshed strategy launched on 6<sup>th</sup> July was considered and it was **agreed** to defer to 5<sup>th</sup> July meeting.

Bowers Gifford and North Benfleet Neighbourhood Area Application was considered and it was **agreed** to note.

### 03/16 PROJECTS/POLICIES UNDER REVIEW WITHIN SHOTGATE PARISH:

- (i) All payments under CIF project paid. A resident raised a complaint regarding works at from Crouch View Park (as in 100/16 iii above).
- (ii) Members considered a date for official opening of the three park areas from ECC in relation to CIF funding and the preferred option is a Tuesday afternoon. Consideration for additional signs – Shotgate/ECC CIF to be displayed. Clerk to request three more signs from CIF.
- (iii) Information provided via Basildon Borough Council with regard to costings for monthly receipts of copies of the safety inspection checklists for Bawdsey and Crouch View parks at a total of £10.00 each month, to be paid in an annual £120.00 amount was reviewed. It was proposed by Cllr. Vickers and seconded by Cllr. Fanthorpe to pay this amount – **agreed**.

#### Cllr. M. McClenaghan 8.15 p.m.

- (iv) The report from the Working Party on projects within the community for the budget 2016/17 and a decision on the way forward was considered on:
  - (a) Outdoor event – summer fete, outdoor cinema, barbeque with live band.
  - (b) Christmas tree – lights/Carol Service – ice skating rink.
  - (c) Plant/shrubs planting on the grass verges at Bruce Grove.
  - (d) Shotgate Park – PIR security lights.
  - (e) Shotgate Park – cricket pitch.
  - (f) Shotgate Park – tennis court.

It was **agreed** to defer to a future meeting depending on comments on the shortly to be distributed newsletter.

- (v) (a) The findings from the Working Party for a CIF project in Shotgate and Bawdsey Park areas were noted; (b) an update from a site visit with Basildon was reviewed; and (c) it was proposed by Cllr. Biddle and seconded by Cllr. Vickers and **agreed** to research costings for the sensory area, including the resurfacing of the natural pathway to assist residents with mobility issues on which areas to concentrate with an initial quotation for costings ready for consideration for the approval for an application for an expression of interest to CIF at the July meeting.
  - d) Request a separate quotation for the above for lighting at the sensory area proposed by Cllr. Vickers and seconded by Cllr. Biddle – **agreed**.
  - (e) Proposed by Cllr. Fanthorpe and seconded by Cllr. McClenaghan to consider costings to install two benches by the new fitness equipment and a pathway adjoining the fitness equipment in Bawdsey Path – **agreed**.

All in (v) above to be considered for the expression of interest completion by 5<sup>th</sup> July meeting. 28<sup>th</sup> June pm for working party.

- (vi) It was proposed by Cllr. McClenaghan that the current style presentation of the Shotgate Parish Council Newsletter continue in the same format for printing and distribution for the summer edition - **agreed**.
- (vii) The recent working party meeting on Essex Community Payback unpaid work within the Parish was noted. The agreed initial phases via the Parish Council that are being followed and ongoing costings paid were reviewed.
- (viii) No costings to date received from Cllr. Vickers for personalised metal pin badges for meetings with councillor names and Shotgate Parish Council. The Clerk is making enquiries.
- (ix) The update from the working party on the feasibility of a Shotgate Community chat group was noted and will be reviewed further by Cllr. McClenaghan.
- (x) The costings have yet to be received and if agreed by the Parish Council the precise location of one waste bin opposite Wickford Town football pitches and another waste bin further down off the old Southend Road. The Parish Council requested that thanks are giving to the individual from Basildon that especially assists in clearing the Parish of rubbish.
- (xi) Cllr. Fanthorpe confirmed he has advised Basildon Borough Council regarding the danger of trees in Bawdsey Park via a site visit, these are split at the bottom and should be resolved shortly.

- (xii) Cllr. Harrison proposal for a Neighbourhood Plan to be considered for the parish to be deferred to the July meeting after costings and additional workload are provided.

**04/16 ISSUES RAISED BY RESIDENTS:**

- (i) The suggestions from Cllr. Buckley, Cllr. C. Morris and Cllr. P. Holliman on how the parish can prevent parking in Bruce Grove were reviewed in addition to those submitted from Cllr. P. Vickers. Review at the July meeting.
- (ii) The damaged sign in Shotgate park near the main playground area, on inspection appears to have been hit by either a lawn mower or vehicle and has been reported to Basildon.
- (iii) The waste bin adjacent to lamp post no. 4 in Shotgate main park has yet to be replaced. This is being followed up by the Clerk for reply to this situation by Basildon.
- (iv) The overgrown hedge in 5<sup>th</sup> Avenue is being closely monitored.
- (v) Basildon has planted the 4<sup>th</sup> tree in the grassed area in Lucerne Walk. Requests for continued staking of this area are being followed through.

**05/16 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.

Liaison Basildon Meeting Minutes have been distributed.

**06/16 UPDATES – CLERK:**

Members noted updates circulated prior to the meeting.

**07/16 BOROUGH/COUNTY COUNCILLORS' REPORT:**

No oral updates from Basildon Borough and Essex County Councillors were received.

**08/16 ECC HIGHWAYS/BASILDON ISSUES:**

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

- (i) No update on the condition of the hazards on the pathway at Blake Hall entrance to Manston park to be considered for repair by ECC. In the interim ECC Community Payback has been removing foliage grown onto this area on a weekly basis.
- (ii) No update received from the Highways Panel Meeting on 14<sup>th</sup> 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.
- (iii) No update on the parking on the bend at Alicia Avenue with a request for yellow lines via Cllr. Buckley.

**09/16 TO RECEIVE ANY INFORMATION FOR ABLC INFORMATION EXCHANGE:**

No agenda items for ABLC representative.

**10/16 TO NOTE CORRESPONDENCE:**

Correspondence received for circulation noted.

**11/16 DATE OF NEXT MEETING:**

The next meeting of Shotgate Parish Council will be on Tuesday 5<sup>th</sup> July, 2016 at Shotgate Baptist Church Hall, Bruce Grove, Shotgate at 7.30 p.m.

The Parish Council Meeting ended at 9.00 p.m.

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Chairman Parish Council

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Dated

YET TO BE APPROVED