

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 8TH SEPTEMBER 2015 AT 7.30 P.M.

PRESENT:

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

ALSO PRESENT:

Parish Clerk – Georgina Bassett

Cllr. M. Buckley – ECC

Cllr. P. Holliman – Basildon

Cllr. C. Morris – Basildon

3 members of the public

The Parish Council Meeting commenced at the slightly later time of 7.40 p.m. due to an issue that was raised by residents on a green area within the Parish.

34/15 APOLOGIES FOR ABSENCE:

Apologies for absence received from County Councillor N. Le Gresley.

35/15 MINUTES OF PREVIOUS MEETINGS:

The minutes of the Meeting of Shotgate Parish Council on Wednesday 8th July, 2015 were received. It was proposed by Cllr. Fanthorpe and seconded by Cllr. Harrison to accept as an accurate record – **agreed**.

36/15 DECLARATIONS OF MEMBERS' INTERESTS:

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

37/15 CO-OPTION:

The Parish Council voted for three out of four applicants to take up the post of Parish Council at Shotgate. The three newly appointed councillors signed the declaration of acceptance of office, witnessed by the Parish Clerk. They received relevant documentation and noted that the declarations of interest form is to be completed and received by the Parish Clerk within 28 days.

Mark Biddle, Martin McClenaghan and Jackie Woolf – appointed in order as per the co-option. The Chairman thanked all four candidates for applying. Trevor Hammond was offered and has accepted the position of Transport Representative and will provide support at Shotgate Parish Council Working Parties.

38/15 PUBLIC TO BE HEARD - 20 MINUTES MAXIMUM:

To receive questions from the public – issues raised.

A resident provided an update on transport of the buses to assist the Parish Council.

- (i) Concerns were considered on the public on dog waste bin locations adjacent to 2 and 9 Bruce Grove. Following a proposal by Cllr. Allen and seconded by Cllr. Harrison it was **resolved** not to relocate at no. 2. It was proposed by Cllr. Harrison and seconded by Cllr. Allen not to resite at no. 9 – **agreed**.

- (ii) Following a resident's request to re-site the waste litter bin at the grass verge just past Community Hall, a **resolution** was passed, proposed by Cllr. Harrison and seconded by Cllr. Allen to be re-considered in six months' time.
- (iii) Railway Bridge pass, although open now has an overgrowth of blackberry bushes 100+ metres from the entrance, is now impassable for walking to Hurricane Way. A **resolution** was passed following a proposal by Cllr. Allen, seconded by Cllr. Fanthorpe for the Clerk to contact Anglian Water.
- (iv) The request for toilet facilities in the park area of Manston Park was considered for either porta cabins or another option. It was **resolved** for no further action at this time as the land is the responsibility of Basildon Borough Council.
- (v) Request to the Parish Council by a resident for an outdoor cinema at Manston Park was considered. It was **resolved** that the land is owned by Basildon Borough Council and requests of this nature should be directed via the enquirer direct to Basildon.

A **resolution** was passed following proposal from Cllr. Harrison and seconded by Cllr. Vickers that issues of (iv) and (v) above in the future are referred to a working party for evaluation and forwarded to the Parish council for a decision.

39/15 FINANCE:

- (i) Reconciliation of the July and August bank statements.
- (ii) Payments of the following:

July – September Tax/N.I. Payments	£671.04
Clerk/Responsible Financial Officer September 2015 salary/expenses	£762.80
SLCC/EALC Clerk Training – Network Day – November	£ 7.50

Barclays Bank account - £26,270.64 and Co-operative account £1,958.37 figures to be finalised with the bank statement up to 31.08.15.

A **resolution** was passed to accept the above proposed by Cllr. Harrison and seconded by Cllr. Allen.

Cheques raised during August were noted:

EALC Training Law and Procedures - £70.00.	Three litter bins - £720.00.
Two dog litter bins - £633.66	Dolphin Print Summer Newsletter - £60.00

40/15 SECTION 106 AGREEMENT – BRIDGE ROAD DEVELOPMENT:

There was insufficient opportunity to review the plan and confirm whether or not all the works were commenced on 27th July and completed satisfactorily in accordance with the Section 106 Agreement. It was confirmed that the pavements have been completed, the realignment is outstanding. It was **resolved** for this to be deferred for consideration at the October meeting to provide the opportunity for all councillors to have a full understanding.

41/15 PLANNING APPLICATIONS:

DECIDED:

Application No: 15/00607/FULL. Change of use one third of the shop for takeaway sandwich bar and cakes and two thirds of the shop for use as a vintage tea room (Class A3 use). **Granted.**

Application No: 15/00791/FULL. Alterations to previously approved dwelling from one bedroom to a two bedroom bungalow (15/00022/FULL).

Location: Land adjacent to no. 41 Alicia Avenue. **Granted.**

42/15 PROJECTS ONGOING/CONSIDERED WITHIN SHOTGATE PARISH:

- (i) The official launch went ahead of the ornamental archway at the entrance to Shotgate Park with ECC dignitaries on 13th July, 2015.
- (ii) It was noted that the Working Party is reviewing a project at the clearing area over the park behind the MUSA. Options have been for a cycle track or zip wire and the future

progress with possible funding for a suitable project. Proposed by Cllr. Allen to defer after the decision on whether to apply for the CIF – **agreed**.

The response from ECC to the CIF expression of interest for the following was positive. To consider completion of a full application following recommendations from the Working Party on items (iii) to (v) in consultation with Basildon and the request for Basildon to take on the insurance if the grant is agreed from ECC:

- (iii) Bawdsey Path: The Parish Council to consider CIF funding application expression of interest for 5 items of equipment, one sign, tarmac area between seat and the current seat and seat to the gate and the carriage, security and site storage (possible costing for inspection after installation).
- (iv) Crouchview Close: The Parish Council to consider CIF funding application expression of interest for 2 items of play equipment, fencing, sign, carriage, security and site storage.
- (v) Shotgate Park: The Parish Council to consider CIF funding application expression of interest at the existing Play Area for removal and then replacement of two gates, 3 playground signs, tarmac areas to link path and existing seating to play area and by gate at 2nd entrance, security fencing and site storage.

A **resolution** was passed following proposal by Cllr. Allen and seconded by Cllr. Fanthorpe for the Clerk to submit an application request to ECC for the CIF fund. The Parish Council has offered to put 20% towards the total of the project of £22,053.00.

It was noted that the three litter bins were installed at a cost of £145.00 each exclusive of VAT.

- (vi) It was confirmed that an update would be provided on the Shotgate Park sign for painting in gold at entrance from Southend Road for the next meeting.

43/15 FOUNDATION AWARD:

Members to note Minute resolution 43/15 that all documents required for Foundation Level can be found on the website. The Council to resolve that the Council has the following documents in place:

A risk management scheme.

A register of assets.

Contracts for all members of staff.

Disciplinary and grievance procedure.

A policy for training new staff and councillors.

A record of all training undertaken by staff and councillors in the last year.

A clerk who has achieved 12 CPD points in the last year.

Both Cllr. Vickers and Cllr. Allen resolved that all of the above have been implemented and the relevant documentation has been put in place – **agreed** by Full Council.

That the two payments of £50.00 will be paid to the relevant body with and the application for the award from the Parish Council.

44/15 BAWDSEY PATH – SECURITY:

Consideration for security to the area of Bawdsey Path. It was **agreed** for no further action at the moment.

45/15 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.

46/15 REPORT – CLERK:

Members noted reports/updates circulated prior to the meeting.

47/15 BOROUGH/COUNTY COUNCILLORS' REPORT:

Cllr. Buckley – Bus Service County Consultation will be issued later in the week. Services may be curtailed. Service numbers and routes may change. Budgets will be cut in transport.

The Parish Council enquired regarding the Southend Road pelican crossing regarding the decision for Highways not to go ahead.

Cllr. Malcolm Buckley confirmed he will follow up the request a couple of months ago to forward to the Parish Council information regarding the PVC square by the Business Park road for the crossing.

Cllr. Carole Morris confirmed it is positive for Parish Councils to provide comments on planning applications.

Cllr. Peter Holliman – Basildon Borough Council. Issue of noise frequency with a resident at Shotgate and other residents. Is now a stage 3 complaint understood to be the final level and a decision will be made and the Borough Council can withdraw from this. A face to face meeting is to be arranged within the next two weeks.

The Chairman thanked Cllr. Holliman for his assistance in this very consuming issue as the Parish Council had not been able to progress this further.

48/15 ECC HIGHWAYS/BASILDON ISSUES:

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

For consideration - updates:

- (i) Pedestrian Crossing at Southend Road near the junction of Bakers Close. Response received in 47/15.
- (ii) Second Avenue – Basildon Borough Council/Highways have been requested to assist with the issues raised at the October meeting for improvements to the road. Cllr. Le Gresley enquiring regarding mobility for scooters within the road. Not yet resolved.
- (iii) ECC – update on 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. Clerk will pursue this.
- (iv) Deep hole at the junction of Second Avenue/Bruce Grove to be repaired – mauve paint at the area, indication now ready for improvement.
- (v) Shrubbery obstruction on the pathway of Fanton Chase and Third Avenue have been cleared.
- (vi) Hodgsons Way – road surface – drains etc. It was noted that the road repaired and re-laid is worse than prior to repairs. It was **resolved** via proposal from Cllr. Vickers and seconded by Cllr. Fanthorpe for the Clerk to ask ECC councillors for their support in requesting all of Hodgsons Way to be inspected.
- (vii) Pavement at the corner of Lucerne Walk has been badly damaged by the refuse lorries. Cllr. Morris and Cllr. Holliman offered to pursue this situation. The Clerk will forward the photographs and correspondence to them.
- (viii) Veolia Path damaged sign – update on repair. It was resolved to defer for consideration at the October meeting.

Review if information received:

- (ix) Essex County Council request for zebra crossing installation in Hodgson Way from the housing estate behind the industrial estate to Shotgate Park. Consideration for another request as the regular dimensions have not been met and it was subsequently not approved at the 30th June Highways Panel meeting. As 47/15 above.

49/15 INFORMATION EXCHANGE:

Agenda items for ABLC representative were considered for the ABLC meeting on 17th September, 2015. It was resolved by proposal from Cllr. Fanthorpe and seconded by Cllr. Vickers to enquire how successful other Parish, Village and Town Councils are in receiving responses from Borough and County Councils.

50/15 TO NOTE CORRESPONDENCE:

Correspondence received for circulation was noted.

51/15 DATE OF NEXT MEETING:

It was **resolved** that dates for 2016 meetings are generally the second Tuesday of the month at 7.30 p.m. and the Annual Parish Meeting date on Tuesday 8th March 2016 at 7.30 p.m.

The next meeting of Shotgate Parish Council confirmed for Tuesday 13th October 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